Complete Guide to USAID Visa Compliance

United States Agency for International Development

February 2004

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Introduction

Background

After the attack on the World Trade Center in 1993 and again after the coordinated attacks of September 11, 2001, legislation was passed that resulted in the creation of the Student and Exchange Visitor Information System (SEVIS) by the Immigration and Naturalization Service (INS) and the Department of State (STATE) to monitor the issuance of F, M and J-1 visas, and information relative to students and exchange visitors in the U.S. from entry to exit. In complying with the SEVIS requirements, over 70,000 institutions and organizations must now adhere to a uniform standard of procedures and participant data transfer.

In early June 2002, USAID simultaneously received word from the Department of State and INS' data management contractor of a pending change in INS and Department of State regulations regarding the issuance of J-1 visas and the monitoring of exchange visitors.

Beginning February 15, 2003 all Exchange Visitor program sponsors, including USAID, must use SEVIS to print DS-2019 J-1 visa applications electronically and must update SEVIS with information on all participants in the United States within specific guidelines and deadlines. Only approved U.S. citizens, located in the U.S., will be able to use SEVIS. The use of SEVIS eliminates a number of paper-based processes, collects more timely and accurate data, and results in a better informed INS with enhanced enforcement and decision-making ability.

A J-1 visa obtained improperly or fraudulently, through compromised USAID information systems or procedures could cost the Agency immensely. USAID intends to minimize its risk of J-1 visa misuse.

Purpose

Approximately 6,000 people a year are brought to the United States and enrolled in training programs managed by USAID implementers. Previous USAID participant training policies and procedures supported a highly decentralized process of each USAID Mission individually initiating visa applications and tracking participants.

Under the new SEVIS requirements, however, only a small number of centralized U.S.-based USAID staff are granted access to SEVIS to issue visa applications and track participants.

Therefore, agency policies, as well as supporting procedures and systems, have changed to address this necessary need for U.S.-based centralization. This document provides an overview and specific guidance regarding new procedures and systems required for J-1 visa processing for USAID sponsored participants. Detailed instructions for the utilization of supporting computer systems are provided in accompanying appendices.

Overview

The new procedure for processing J-1 visa applications requires changes to three components involved in the process:

- **Computer Systems** – a new system (USAID Visa Compliance System or VCS) now automates the process of receiving J-1 visa applications and approvals before they are electronically transferred to SEVIS. The initiation of this process still originates through data entry in the TraiNet system.
- **Roles and Responsibilities** – in general, most existing roles remain the same, however, corresponding responsibilities are altered to fit the new processes. One of the main differences is how people in their current roles utilize the respective systems. Also, there is a major new U.S.-based role in the process that manages the submitting of applications to SEVIS.
- **Workflow Processes** – Agency policies and workflow have been realigned in light of the new requirements to move information on a frequent basis to SEVIS. The change in workflow process is greatly affected by the new systems that automate the J-1 visa application process.

Implementing the changes to these main process components provides a complete solution to meeting SEVIS requirements and provides:

- Central control of a decentralized process.
- A more secure process to execute DS-2019s and issue J-1 visas.
- Easier and more accurate accountability.
- Improved visibility of the entire visa application and participant monitoring process.
- Streamlined reporting of USAID's DS-2019 usage.
- Elimination of the multi-copy DS-2019 form.
- Transparent process built upon current Agency systems, processes and workflows.

A system-hybrid approach has been developed that uses TraiNet for initial data collection and the USAID Visa Compliance System (VCS) for approval workflow. VCS builds on current Agency training data collection efforts. Enhanced security control is maintained through a clear approval process that is separate from the data collection. VCS implements the USAID-specific approval process, and the printing and tracking of the DS-2019. VCS is a secure web based application. VCS users must be approved centrally and assigned a role with the appropriate security precautions addressed. VCS provides adherence to all USAID password and logon procedures, including password length, character sets, and password expiration.

All USAID participants traveling to the U.S. must use the J-1 visa exclusively. USAID Missions and implementers currently use TraiNet to track and report participants to USAID/Washington. USAID's approach for complying with the INS requirements is to leverage the existing worldwide usage of the TraiNet system. TraiNet will be the sole source of all information on USAID participants bound for the U.S. Complete information about participants on U.S. training events must be in TraiNet no later than six weeks prior to the anticipated date of consular filing. VCS is fed with data collected and verified via TraiNet.

Computer Systems

USAID's J-1 visa application process utilizes three integrated computer systems. This approach was specifically designed to take advantage of current data systems already in use by USAID to meet SEVIS participant data requirements. The new integrated system includes a new application, USAID Visa Compliance System (VCS), which acts as an interface between the existing TraiNet system and SEVIS. The new system includes the process and protocols necessary to interact with the SEVIS system.

The three systems utilized in the process are:

- **TraiNet**: Contractors and Missions continue to use TraiNet to capture and update all training data. TraiNet is the point of entry for all required data for the new J-1 visa application process. In addition, TraiNet will be utilized to update the information available to the INS as required during the training. Most of the data fields required by the INS are already collected in previous versions of TraiNet. New TraiNet version 2.1 includes all required data.
- **USAID Visa Compliance System (VCS):** A new secure web-based system that tracks the approval process of the DS-2019 applications and participant information. VCS facilitates data interchange between TraiNet and SEVIS. VCS performs three functions: First, it implements a process to verify data from TraiNet. Second, it translates TraiNet data to the format required by SEVIS and manages its transmission. Lastly, it provides approval management of requests for applications as they move through the workflow process.

  Requiring no instructor-led training on its usage, VCS is a role-based system containing onscreen directions, prompts, and menu structures built specifically for each role. This dynamic approach only shows a user what is required of his or her role and for that particular transaction.

  VCS users must be approved centrally and assigned a role with the appropriate security precautions addressed. The system resides on a network that has undergone an independent network penetration test and where the architecture has been deemed highly secure. VCS adheres to all USAID password and logon procedures, including password length, character sets and password expiration.
- **Student and Exchange Visitor Information System (SEVIS):** The new tracking system created by the INS to monitor student and exchange visitors in the United States. It creates a means for information collection and reporting via the Internet, with a time-saving, concurrent reduction in paper record maintenance and prevention of data being out-of-date. VCS communicates to SEVIS DS-2019 information, where SEVIS produces DS-2019 visa application forms. SEVIS also reports back errors and alerts related to exchange visitors. All automated processes are handled through VCS; however, there are instances that require the USAID/W Responsible Officers (ROs) to utilize the real-time interface to handle particular situations.

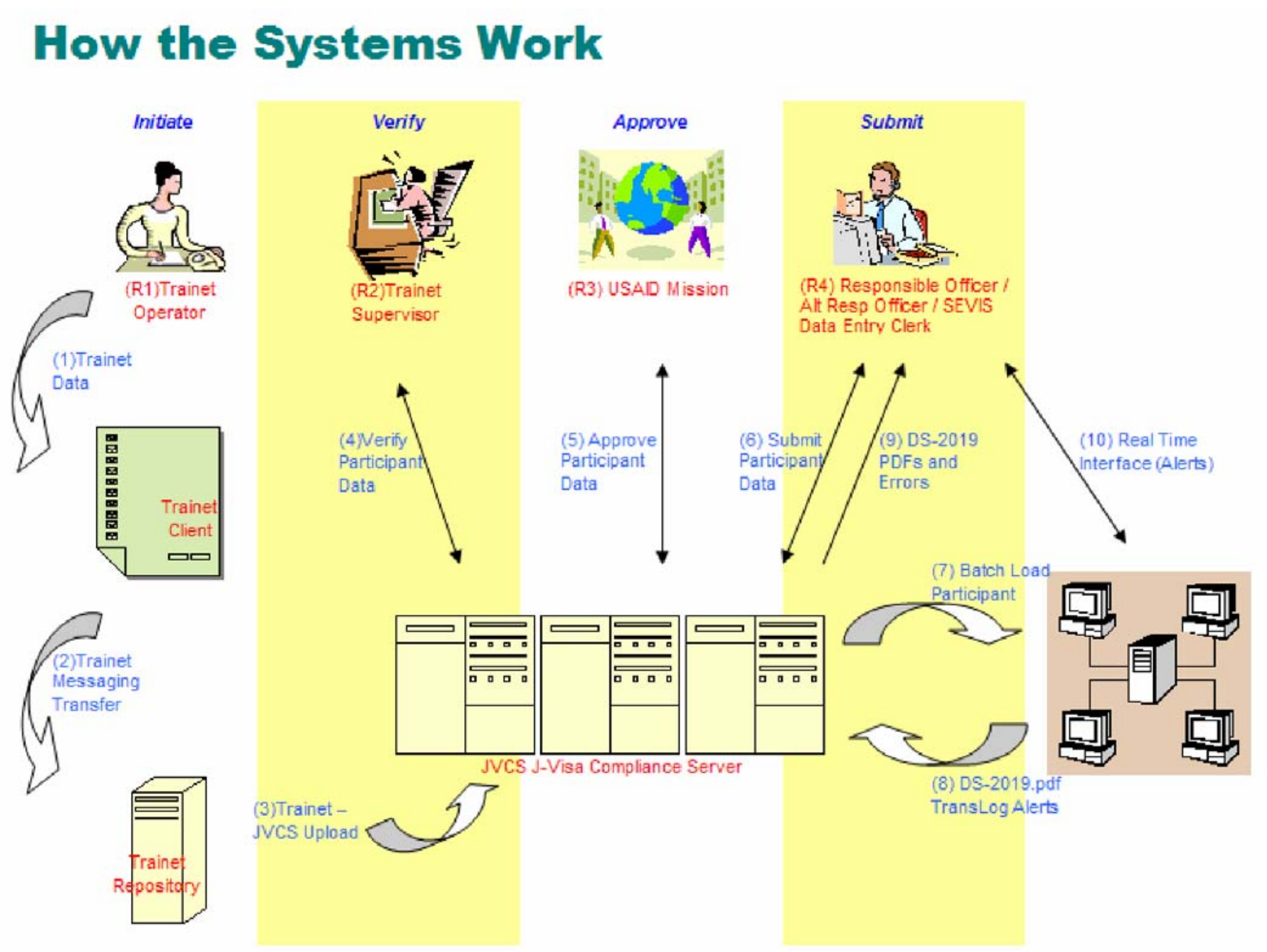
Data Flow

The integration of data between the three systems allows the following major tasks to be centrally managed and controlled:

- Issuance of DS-2019 - In order to create a Form DS-2019, information about the prospective participant is entered in TraiNet and transferred to VCS for verification and approval. Authorized USAID personnel electronically transmit data from VCS to SEVIS. The Form DS-2019 is generated by SEVIS, downloaded, printed and signed in Washington before being expeditiously sent to USAID Missions.

- Participant Status Changes - Throughout a participant's stay in the United States, USAID is required to transmit changes in the participant's status to SEVIS via the Internet. From within SEVIS this information is made available to the INS and the Department of State. SEVIS also provides system alerts and basic reports to USAID operators in the United States and INS field offices. Participant records in SEVIS are accessible to USAID Responsible Officers in Washington. Status changes flow through the systems in the same manner as initial data entry: first entered into TraiNet, approved through VCS, and then transferred to SEVIS by an RO for processing.

Data integration between the three computer systems is linear. Data originates in TraiNet and is transferred to VCS. After approvals, the data is then submitted to SEVIS. Data that does not pass VCS approvals is corrected directly in TraiNet. When SEVIS completes processing of data, it sends a data file back to VCS with the results of its processing. This hybrid approach of TraiNet client for initial data collection and the Visa Compliance System (VCS) for approval workflow offers a number of advantages: It ensures a logical implementation path from previous procedures and builds on current Agency training data collection efforts; security is maintained through a clear approval process that is separate from the data collection (in TraiNet); and by implementing the approval workflow process as a web application, flexibility and adaptability are ensured, as the approval process is most likely to see rapid change in the near future.



Initiate: R1-TraiNet operators enter Exchange Visitor application into TraiNet. Data is automatically uploaded into VCS.

Verify: R2-TraiNet Supervisors* utilize the VCS system to verify the data imported from TraiNet. Any corrections are re-submitted into TraiNet by the Operator.

Approve: R3-USAID Mission utilizes VCS to approve applications that have been verified.

Submit: R4-USAID/W Responsible Officer (or Alternate) utilizes VCS to submit qualified information to the INS. Requests for DS-2019s are electronically submitted to, and processed by, the INS and returned to VCS. Part of the information returned is printable forms for approved DS-2019 J-1 visa applications that are printed through VCS. ROs may also directly utilize SEVIS to receive alerts and provide manual operations that cannot be performed through VCS.

* In those cases where the R1 role is performed by USAID staff, the R2 role cannot be performed by a USAID contractor or centrally funded organization. R2-Verifiers may not supervise R1-Initiators where such relationship would be contrary to U.S. law or USAID policy.

Roles and Responsibilities

There are four roles for stakeholders involved in USAID's J-1 visa process:

R1-Initiator (TraiNet Operator): Using TraiNet, is responsible for entering all required information for initiating visa applications and tracking participants. (See **Appendix 1**)

R2-Verifier (TraiNet Supervisor): Using VCS, verifies participant data as transferred into VCS from TraiNet. (See **Appendix 2**)

R3-Approver (USAID Mission): Using VCS, provides Mission confirmation of the legitimacy of each participant and training interventions; approves participant data after being verified by R2. (See **Appendix 3**)

R4-Submitter (USAID/W Responsible Officer): Using VCS and SEVIS, is responsible for validating each participant and relevant data. Submits approved participant data to SEVIS for processing. (See **Appendix 4**)

Every participant candidate must be deemed appropriate by each of these roles before a DS-2019 form can be produced. If a candidate is rejected by any of these roles at any time during the process, the candidate is sent back to the R2-Verifier (TraiNet Supervisor) for final disposition.

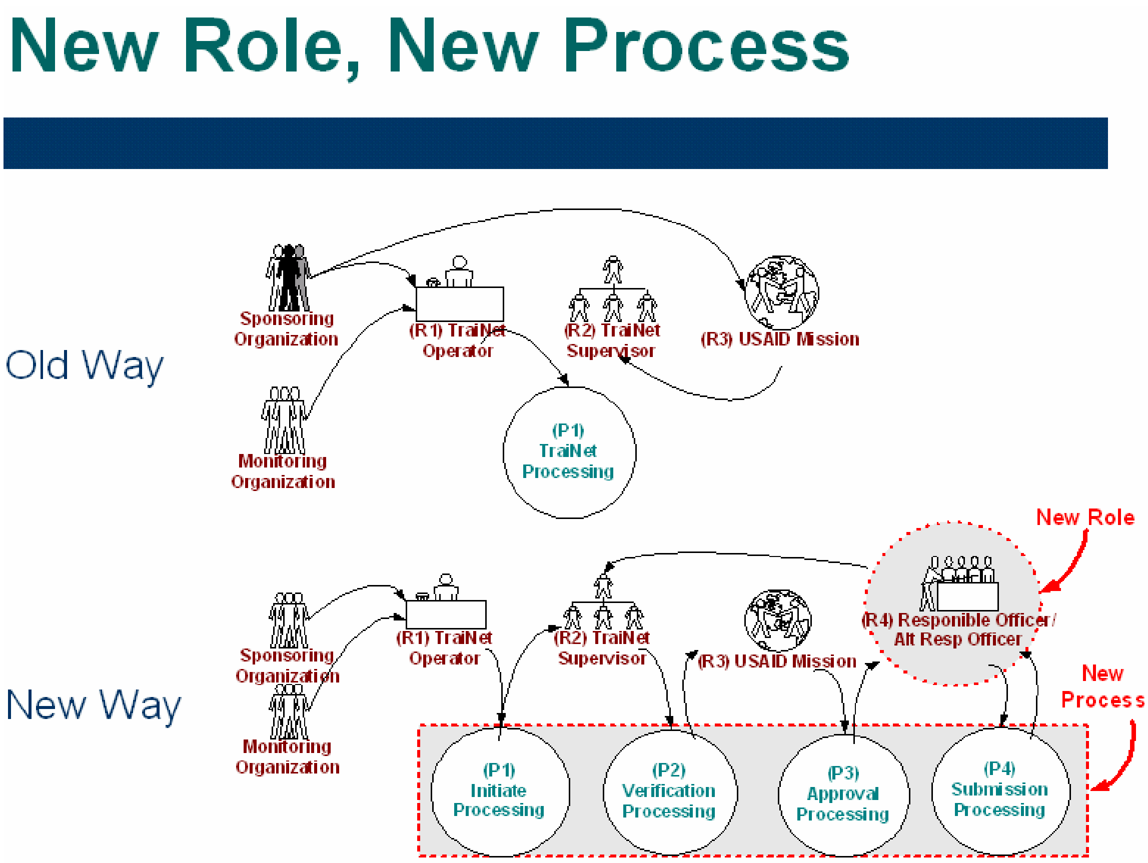
Role	Responsibilities
R1: Initiator - *TraiNet Operator* This role is performed by the employee responsible for data entry in TraiNet. All participants nominated for training in the U.S. must be entered in TraiNet. *Does not have to be a U.S. citizen. Role can be served by a USAID Contractor, centrally funded organization, or USAID Mission. There is no limit to the number of individuals who may be assigned to the R1 role.*	**Utilizes TraiNet System:** • Data Entry in TraiNet to create new Participants and Programs. • Transmits TraiNet data to Washington • Updates data in TraiNet during the course of a program. • Corrects data in TraiNet to resolve data errors.
R2: Verifier - *TraiNet Supervisor* This role is performed by the Supervisor of the TraiNet Operators. They are responsible for ensuring that data entered into TraiNet is complete and correct when imported to VCS. *Does not have to be a U.S. citizen. Role can be served by a USAID contractor, centrally funded organization, or USAID Mission, but cannot be served by the same individual(s) in the R1 role. In those cases where the R1 role is performed by USAID staff, the R2 role cannot be performed by a USAID contractor or centrally funded organization. A maximum of only two individuals may be assigned the R2 role for each R1.*	**Utilizes VCS System:** • Verifies TraiNet Data that is imported to VCS. • Communicates data errors to TraiNet Operator for correction in TraiNet. • Determines disposition of participant by either removing nomination or moving to USAID Mission for approval through VCS. • Communicates with R3 and R4 roles to determine status of questionable applications. • Receives signed DS-2019 forms from the Approver.
R3: Approver - *USAID Mission* This role is performed by a U.S. citizen at a USAID Mission to approve applications forwarded by their reporting offices and centrally funded programs with participants from their country. *Must be USAID staff and a U.S. citizen. The number of individuals assigned the R3 role is determined by the Mission Director or USAID Representative.*	**Utilizes VCS System:** • Provides Mission confirmation of the legitimacy of each participant and training intervention. • Approves applications from field offices and sends to USAID EGAT through VCS. • New applications approved by entering last four digits of passport number and country of citizenship of applicant. • Can send disapproved applications back to field office for correction or removal. • Communicates potential problems to TraiNet Supervisors in field offices. • Nominates people to fill the Verifier (R2) Role.

Role	Responsibilities
R4: Submitter - *USAID EGAT Responsible Officer and Alternate* This role is performed by the Responsible Officer (RO) or Alternate Responsible Officers (AROs) at the USAID EGAT office approved by DOS to access SEVIS. *Must be an authorized U.S. citizen at the USAID EGAT office.*	**Utilizes VCS and SEVIS Systems:** • Submits approved VCS applications to SEVIS through batch transfer function. • Can send disapproved applications back to Approver for correction or removal. • Receives and processes alerts from SEVIS (RTI and batch). • Communicates potential problems to TraiNet Supervisors in field offices and Officers at USAID Missions. • RO Serves as User Manager assigning permissions in VCS. • Manages signing, printing, and shipping of DS-2019 forms back to field offices. • Manages VCS access of R2, R3 and R4. • One R4 performs the role of Responsible Officer (others are Alternate Responsible Officers).

Workflow Process

USAID policies, as well as supporting procedures and systems, have changed to address the SEVIS requirement of U.S.-based centralization. The workflow process has been modified so that those involved in the previous process can maintain similar roles and responsibilities, without having to incur wholesale changes to their work procedures. Essentially, the new workflow utilizes the previous process as a basis and builds upon current and new systems to provide an easy transition toward meeting SEVIS requirements. In this respect, the new process is an evolution of the previous one.

As can be seen in the diagram below, the new workflow process introduces only one new role into the scheme. Further, the new process that is introduced is linear, starting from initial data entry through acceptance in SEVIS and the production and signing of the DS-2019 form.



What is the same?

Contractors or Missions continue to enter and update training information in TraiNet (the Initiate role). Someone verifies that the potential participants are appropriate for training (the Verify role). Local Mission staff can approve or deny requests for visa applications (the Approve role).

What Changes?

- DS-2019 forms are produced, signed and distributed from **Washington**, *not the field.*
- Data must be entered into TraiNet, verified and approved in VCS, and processed by SEVIS ahead of departure.
- Mission personnel indicate their approval or denial of participants in VCS.
- The amount of lead time required to get a DS-2019 is increased.
- Information in TraiNet must be updated throughout the training intervention.

New Workflow, Policies and Procedures

Here is a summary of the J-1 visa workflow. For more information, refer to the graphics on Pages 4 and 8.

R1-Initiation: The Sponsoring Unit (or implementer, as designated) submits requests for J-1 visas, including full training intervention and participant bio-data information, to the TraiNet Operator, who enters the request into TraiNet. Later, if necessary, a Sponsoring Unit (or implementer as designated) must report changes in the participant's data to the TraiNet operator to update the system. Data from TraiNet is transferred to VCS, and VCS provides some automated data validation.

R2-Verification: The TraiNet Supervisor verifies information transferred to VCS from TraiNet on a daily (or as needed) basis. The Supervisor may either: (1) communicate any error to the TraiNet operator for correction in TraiNet, (2) reject the application outright, or (3) verify that the information is correct and send the application forward in the process.

R3-Approval: The USAID Mission receives verified application data from TraiNet Supervisor and can: (1) Approve that data is correct and that the participant and intervention is legitimate; or (2) reject the application and send it back to the R2-TraiNet Supervisor.

R4-Submission: USAID Responsible Officer (or Alternate) in the U.S. receives the application and can: (1) review and submit the approved application to the INS; or (2) reject the application and send it back to the TraiNet Supervisor.

Responsible Officer (RO) in U.S. is notified by the INS that DS-2019 is approved or that there are errors. If approved, RO prints the DS-2019 and ships the form to the appropriate R2-TraiNet Supervisor. If errors exist, the RO communicates the error to the R3-Approver for correction.

Signed DS-2019 is provided to R3-USAID Mission.

Signed DS-2019s must be kept in the control of the Sponsoring Unit (or implementer, as designated). Signed DS-2019 and supporting documents are taken to U.S. Consulate, where a J-1 visa is issued.

Issuance of DS-2019

Issues in the new regulations drive the need to change Agency training data collection policies. Preparation of the DS-2019 form (previously IAP-66a) must now be centralized. Preparing the DS-2019 is a critical step in the process of obtaining a visa for an Agency participant. This controlled form is the application that is presented to the Consular officer, along with supporting documents, to obtain a J-1 visa prior to travel to the United States. Completed documentation supporting the prospective participant's application for a visa must be verified prior to preparation of the DS-2019. Before February 15, 2003 the DS-2019 could be prepared and signed by authorized personnel in the U.S., or practically any USAID office overseas. Under the new regulations the DS-2019 forms must be prepared and signed by only a small number of authorized USAID personnel working within the borders of United States, though the supporting documentation can only be prepared in the participant's home country. Agency procedures and information flow have been modified to accommodate this required U.S.-based centralized authority with worldwide primary sources of supporting documentation.

In order to request a Form DS-2019, the following information about the prospective participant must be entered in TraiNet, and verified and approved in VCS:

Trainee Information, Overview Tab:

- Trainee Last Name (first and last name MUST match the first and last name as they appear on the passport)
- Gender
- Birth Date
- Birth City
- Birth Country
- Residence Country
- Citizenship Country
- Trainee U.S. School Address
    - Line 1
    - City
    - State
    - Zip Code (must be five digits)
    - Country

Trainee Information, Details Tab, Visa Grid:

- Position Code
- Visa Type
- Category (category selection is based on professional background, education level and purpose of visit; however, short-term scholar must be used in cases where training is less than three weeks)
- Passport Number

Program Information, Overview Tab

- Field of Study

Program Information, Details Tab, Training Component Grid

- U.S. Training Component Start and End Dates
- Training provider (facility) name
- Training provider (facility) address
    - Line 1
    - City
    - State
    - Zip Code (must be five digits)
    - Country

Program Information, Details Tab, Trainees Enrolled in Program grid

- Trainee Status
  (for new trainees the status must be Planned, Candidate or Alternate)

Program Information, Details Tab, Attendance grid

In U.S. Component, Trainee's name must have a check next to it to indicate they are attending the portion of the program held in the U.S.Program Information, Funding Tab, USAID funding grid

- Budgeted Funding amount (Must be greater than zero)

Program Information, Funding Tab, Other funding grid (non-USAID)

- If a line exists here the amount must be greater than zero; however, this is not a required field

Authorized USAID/W personnel electronically transmit data from VCS to SEVIS. The Form DS-2019 is generated by SEVIS, downloaded, printed and signed in Washington by a USAID/W Responsible Officer before being expeditiously sent to the USAID Mission. There is no longer a need for multiple-copy forms. Beginning February 15, 2003 the multi-copy Form DS-2019 is no longer valid.

USAID/W Responsible Officer expeditiously sends all signed DS-2019 forms to the cognizant USAID Mission R3-Approver.

Signed DS-2019s must remain in the control of the USAID Sponsoring Unit (or implementer, as designated) until they are submitted with supporting documents to the U.S. Consulate, where a J-1 visa is issued. The USAID Sponsoring Unit (or implementer, as designated) must ensure that, if a participant does not depart for training as planned, the DS-2019 form is expeditiously returned to the Responsible Officer for disposal. DS-2019 forms may not be destroyed outside the borders of the United States and must be accounted for by the USAID/W Responsible Officer.

Lead Time

Requests for J-1 visas, including full training intervention and participant bio-data information, must be provided to the R1-TraiNet Operator, to initiate the visa process, no later than <u>six weeks</u> prior to the anticipated date of consular filing. *(Please note: The lead time referred to above relates only to the process of obtaining a J-1 visa; lead time required for complete training implementation remains 12 weeks.)*

Tracking Participants

The Agency's previous requirements were to track visas and non-returnees on a quarterly, historical, basis. To meet new requirements, information must now be tracked and reported via TraiNet in real-time (same day information is known) and as a prerequisite for training. This shift to required up-front information gathering represents a significant departure from the way training information has been used in the past. It also requires that multiple stakeholders participate in the information gathering process.

USAID Sponsoring Units (or implementers, as designated) are responsible for tracking the whereabouts of their participants at all times while they are in the United States. Current contact information must be provided to USAID/W Responsible Officers at any time upon request.

USAID Sponsoring Units (or implementers, as designated) are also responsible for tracking their participants for timely return to the workplace or professional settings in their home countries.

Participant Status Changes

Throughout a participant's stay in the United States, USAID is required to transmit changes in the participant's status to the INS and STATE via SEVIS. SEVIS also provides system alerts and basic reports to USAID staff in the United States and INS field offices. Participant records in SEVIS are accessible to USAID/W ROs only.

USAID Sponsoring Units (or implementers, as designated) are required to provide the following information, via TraiNet entry, during a participant's program:

- Within three business days of the start of a program, Sponsoring Units (or implementers, as designated) must confirm that each participant has begun training, or the participant is automatically considered a "no-show" and is reported to the INS via SEVIS.
- During the course of a participant's program, the following information must be updated in real-time (same day information is known) if there are changes or if errors are discovered:
    - Current U.S. Address*
    - Last Name
    - Birth Date
    - Gender
    - Country of Birth
    - City of Birth
    - Country of Residence
    - Position Code
    - Current Site of Activity [current training provider's name and address]**
    - Field of Study
    - Program Start and End Dates
    - USAID or Other funding contributions
    - Participant Completion – Update Participant Status to Completed
    - Participant Termination – Update Participant Status to Terminated and update Termination Reason

*For short-term technical training with multiple site visits, where the participant's current address will change frequently, the U.S. address of the implementer administering the training program may be used. However, USAID Sponsoring Units (or implementers, as designated) are responsible for tracking the whereabouts of their participants at all times while they are in the United States. (Also see "Tracking Participants")

**If the training provider has not yet been identified at the time of initial data entry, the implementer's name and U.S. address may be used until such time as the training provider is known. Once known, training provider information should be provided as a site of activity update via TraiNet.

Participant Documentation

USAID Sponsoring Units (or implementers, as designated) must keep the following documentation related to USAID visa compliance on file:

- Training request
- Nomination/participant selection documentation
- Participant's bio-data information
- Face page of participant's passport
- Participant security risk assessment documentation
- TOEFL English Language Test
- CEPA English Proficiency Score
- Medical clearance confirmation
- Signed stakeholder/training agreement
- Signed conditions of training form
- Training implementation plan (TIP)

- Pre-departure orientation checklist
- Participant tracking documentation
- All other documentation/correspondence related to visa compliance

Sponsoring units and implementers must NOT make or keep copies of the DS-2019 form.

Participant Security Risk Determination

A determination of security risk must be made on all USAID participants traveling to the U.S. USAID Missions must establish a process of determining that participants are not expected to pose a security threat to the United States. The established process must be contained in the Mission Order for Participant Training, and must address:

a) How the process of determination will be carried-out, by whom, and when;

b) Types of acceptable evidence to be relied on to make determination, such as

   - A formal background check,
   - A police report,
   - Personal knowledge of the participant's character,
   - Other evidence the Mission determines is sufficient in the local environment;

c) Requirements for documenting specific evidence relied on to make each determination; and

d) Timely information flow to R3-Approvers and Mission management.

Documentation is required of each Participant Security Risk Determination and the specific evidence used to make that determination. Sponsoring Units (or implementers, as designated) must keep this documentation on file with other participant documents.

Other U.S.G. Participants

USAID Missions may no longer process participant visas for other U.S.G. agencies, organizations, or departments.

Where to get help

USAID Mission staff may contact Jim Nindel, Responsible Officer, at jnindel@usaid.gov, for information regarding available mechanisms designed to help USAID Missions meet the new visa requirements, as well as provide other participant training procedures and technical services.

Inquiries regarding USAID Policies related to visa compliance may be direct to Ms. Marina Gelles, Esq., Visa Specialist, EGAT/ED at mgelles@istiinc.com.

The J-1 visa helpdesk is available to answer technical and usability questions:

Email: jvisa@devis.com

Phone: +1 703 525 6485

Web site: http://www.usaidtraining.net

Web site References:

USAID Visa Compliance System web site: https://VCS.usaid.org

TraiNet Support web site (via USAID Training web site): http://www.usaidtraining.net

Authorization Process

R4-Submitters who are designated as VCS User Managers are responsible for assigning user access to VCS. There is a manual process that is utilized in order to select and authorize potential VCS users. Since it is impossible for one person to physically know every potential world-wide user of the system, the process requires that each VCS role authorize and verify the roles that report to them. The process provides a mechanism for communicating User IDs and passwords to prospective users. The processes for authorizing VCS users are detailed below:

R4- Submitter Authorization Process

1. R4-Submitters are the SEVIS-approved USAID/EGAT/ED Responsible Officer (RO) and Alternate Responsible Officers (AROs).
2. The RO is responsible for assigning access to other R4-Submitters.
3. R4-Submitters, as designated by the USAID RO, can be set-up as a VCS User Manager. VCS User Managers can assign access to other VCS users.
4. The RO is responsible for removing access of R4-Submitters.

R3-Approver Authorization Process

1. R3-Approvers are nominated by the Mission Director or USAID Representative via email or fax.
2. R3-Approvers must be U.S. citizen AND Mission staff.
3. R3-Approvers must submit U.S. citizenship certification form to USAID/Washington via fax on 202-789-7349.
4. EGAT/ED ensures Mission Director nomination of each nominated R3-approver. Then, EGAT/ED provides the USAID contractor responsible for TraiNet and VCS development and maintenance with names and Mission information of nominated R3-Approvers.
5. The USAID contractor responsible for TraiNet and VCS development and maintenance contacts the nominated R3-Approvers to provide further verification of their contact information and to provide their VCS User ID. Passwords will be assigned and communicated by separate means. User ID and password must not be conveyed in the same communication to a user.
6. R3- Approvers are then entered as VCS users by EGAT/ED User Manager.
7. R3-Approvers will be asked to change their password upon first login.
8. Mission Directors must request the removal of R3-Approvers in writing to EGAT/ED at jnindel@usaid.gov .

R2-Verifiers Authorization Process

1. R3-Approvers must nominate R2-Verifiers by sending list of names and contact info by email directly to the USAID contractor responsible for TraiNet and VCS development and maintenance at trainet@usaid.gov .
2. The USAID contractor responsible for TraiNet and VCS development and maintenance ensures that R2-Verifer nominations are received from current R3-Approvers only.
3. The USAID contractor responsible for TraiNet and VCS development and maintenance then contacts the R2-Verifiers to verify contact information and to provide their VCS User IDs. Passwords will be assigned and communicated by separate means. User ID and password must not be conveyed in the same communication to a user.
4. Next, the USAID contractor responsible for TraiNet and VCS development and maintenance provides EGAT/ED with R2-Verifiers information, including training site.
5. R2-Verifers are then entered as VCS users by EGAT/ED User Manager.
6. R2s will be asked to change their password upon first login.

7. R3-Approvers are responsible for requesting the removal of R2-Verifers by sending their request in writing to EGAT/ED at jnindel@usaid.gov.

R1-Initiator Authorization Process

1. R1-Initiators are never allowed access to VCS.
2. R1-Initiator's access to TraiNet is set by each TraiNet site administrator (individual designated when TraiNet site ID is assigned).

Appendix 1: R1-Initiator (TraiNet Operator)

The Initiator is the first person involved in the J-1 visa application process. This person is responsible for entering required information for the participant into TraiNet. For each participant, the Initiator is responsible for both the initial input of data for the J-1 visa application as well as any required status changes related to the participant during the program duration as follows:

A summary of the Roles and Responsibilities for the R1: Initiator (TraiNet Operator) is as follows:

Role	Responsibilities
R1: Initiator - *TraiNet Operator* The employee responsible for data entry in TraiNet performs this role. All participants nominated for training in the U.S. must be entered in TraiNet. *Does not have to be a U.S. citizen.*	**Utilizes TraiNet System:** • Data Entry in TraiNet to create new participants and programs. • Transmits TraiNet data to Washington. • Updates data in TraiNet during the course of a program. • Corrects data in TraiNet to resolve data errors.

How to Get Help

Both the TraiNet (trainet@usaid.gov) and J-1 visa (jvisa@devis.com) helpdesks are available to answer questions.

If your question relates to the general use of TraiNet, such as running reports, please address it to the TraiNet helpdesk. If you wish to request a copy of TraiNet or ask about onsite support, please contact the TraiNet helpdesk. Please send email to trainet@usaid.gov. The TraiNet Support web site can be found at http://usaidtraining.devis.com.

If your question is about using TraiNet specifically as part of the J-1 visa application process, then please contact jvisa@devis.com.

Using TraiNet

All Participants requiring a J-1 visa must be initially entered into TraiNet by the Initiator. TraiNet provides the only access for initial data entry in the J-1 visa approval process (see the sections titled "Computer Systems" and "Workflow Process" for more details). TraiNet 2.1 must be used for USAID visa compliance.

Initial Steps

Before you can enter data about your programs and participants into TraiNet, you must load in the Top Tier data of the USAID Mission or Office that sponsors the contract, grant, or cooperative agreement funding the training. If the USAID Mission or Office is also using TraiNet, this data can be sent to you electronically and will be automatically loaded into your copy of TraiNet. If the Mission or Office is not using TraiNet, you will have to request the Top Tier data and enter the appropriate SO and Activity into your copy of TraiNet.

Required Data

The following information is required for U.S. participants before data can be submitted to the INS to request a DS-2019. This lists the data and the screen on which it is found:

Trainee Information, Overview Tab:

- Trainee Last Name (first and last name *must* match the first and last name as they appear on the passport)
- Gender
- Birth Date
- Birth City
- Birth Country
- Residence Country
- Citizenship Country
- Trainee U.S. School Address
  - Line 1
  - City
  - State
  - Zip Code (must be five digits)
  - Country

Trainee Information, Details Tab, Visa Grid:

- Position Code
- Visa Type
- Category (category selection is based on professional background, education level and purpose of visit; however, short-term scholar must be used in cases where training is less than three weeks)
- Passport Number

Program Information, Overview Tab

- Field of Study

Program Information, Details Tab, Training Component Grid

- U.S. Training Component Start and End Dates
- Training provider (facility) name
- Training provider (facility) address
  - Line 1
  - City
  - State
  - Zip Code (must be five digits)
  - Country

Program Information, Details Tab, Trainees Enrolled in Program grid

- Trainee Status (For new trainees the status must be Planned, Candidate or Alternate)

Program Information, Details Tab, Attendance grid

In U.S. Component, Trainee's name must have a check next to it to indicate they are attending the portion of the program held in the U.S.Program Information, Funding Tab, USAID funding grid

- Budgeted Funding amount (must be greater than zero)

Program Information, Funding Tab, Other funding grid (non-USAID)

- If a line exists here the amount must be greater than zero, however this is not a required field

Required Updates during the Program

During the course of a participant's program, the following information must be updated if there are changes or if errors are discovered:

- Current U.S. Address*
- Last Name
- Birth Date
- Gender
- Country of Birth
- City of Birth
- Country of Residence
- Position Code
- Current Site of Activity [current training provider's name and address]**
- Field of Study
- Program Start and End Dates
- USAID or Other funding contributions
- Participant Completion – Update Participant Status to Completed
- Participant Termination – Update Participant Status to Terminated and update Termination Reason

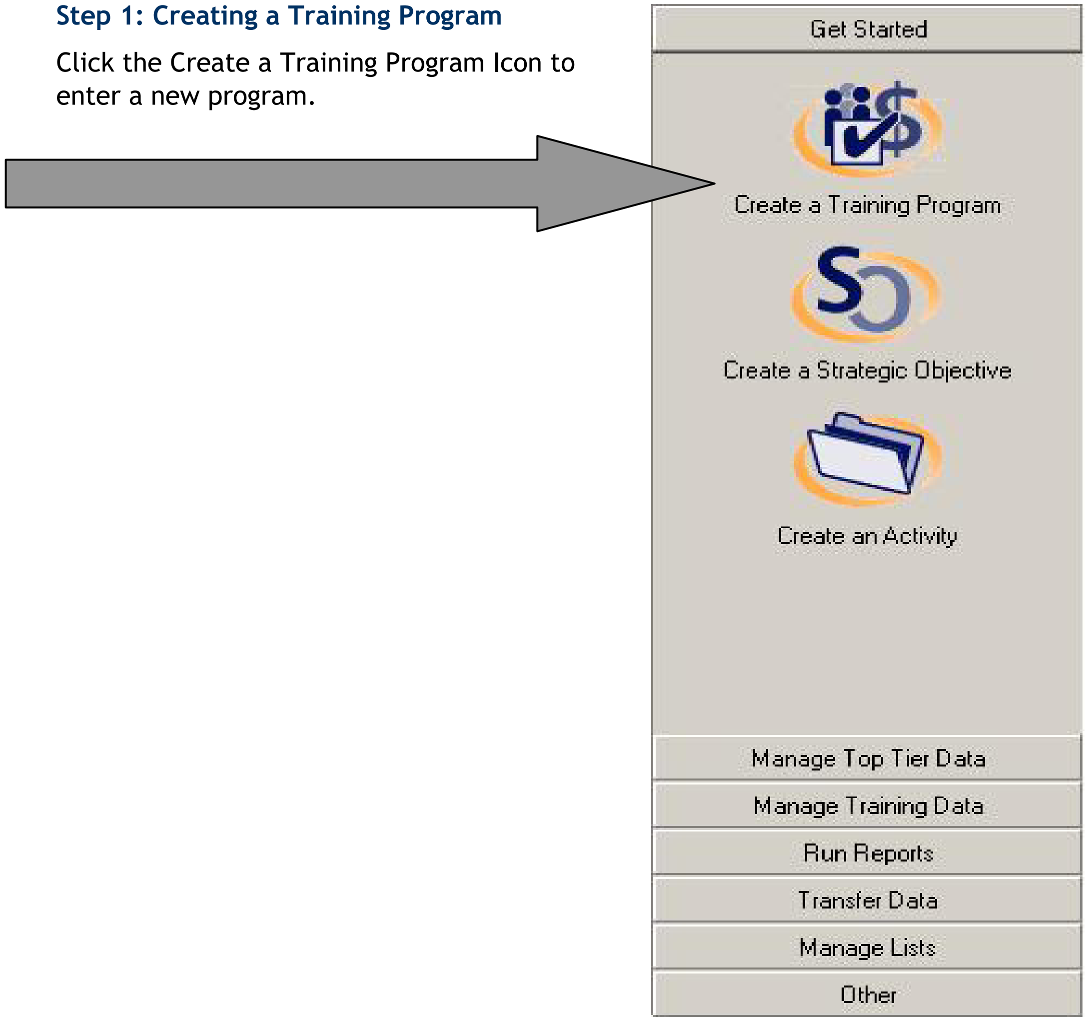
*For short-term technical training with multiple site visits, where the participant's current address will change frequently, the U.S. address of the implementer administering the training program may be used. (Also see "Tracking Participants")

**If the training provider has not yet been identified at the time of initial data entry, the implementer's name and U.S. address may be used until such time as the training provider is known. Once known, training provider information should be provided as a site of activity update via TraiNet.

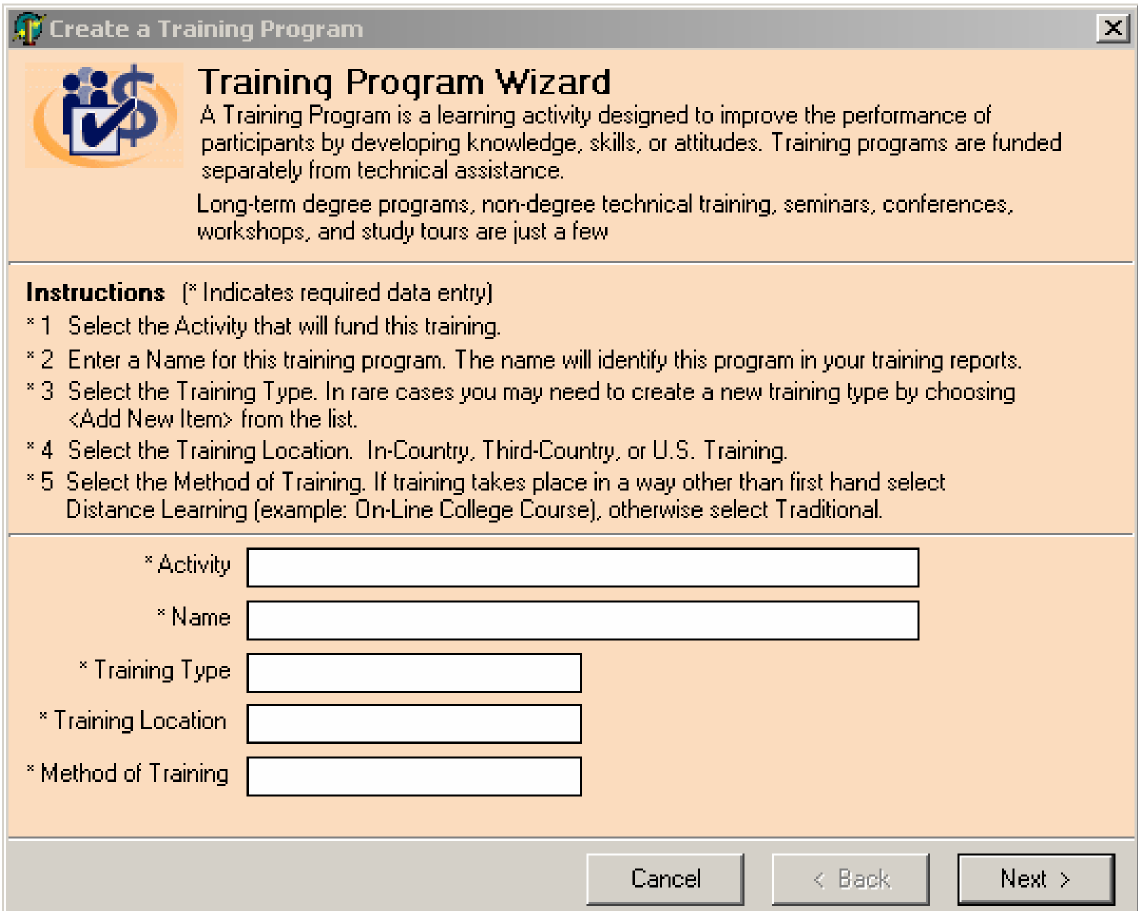
Using TraiNet: Creating a U.S. Training Program

Step 1: Creating a Training Program

Click the Create a Training Program Icon to enter a new program.



Step 2: Using the Training Program Wizard



Fill out the following fields in the Training Program Wizard:

*Required TraiNet field

***Activity:** Select the Activity Name

Example: Start Albania

***Name:** Enter the name of the Training Program

***Training Type:** Select the type of training this program falls under

Example: Short Course

***Training Location:** (Training Venue) Select U.S.

***Method of Training:** Select Traditional.

The Training Location must be 'U.S.' if the participants attending this program need to get DS-2019 visa applications.

Click the **Next** Button

Fill out the following fields in second page of the Training Program Wizard:

Description: Enter a description of the training program.

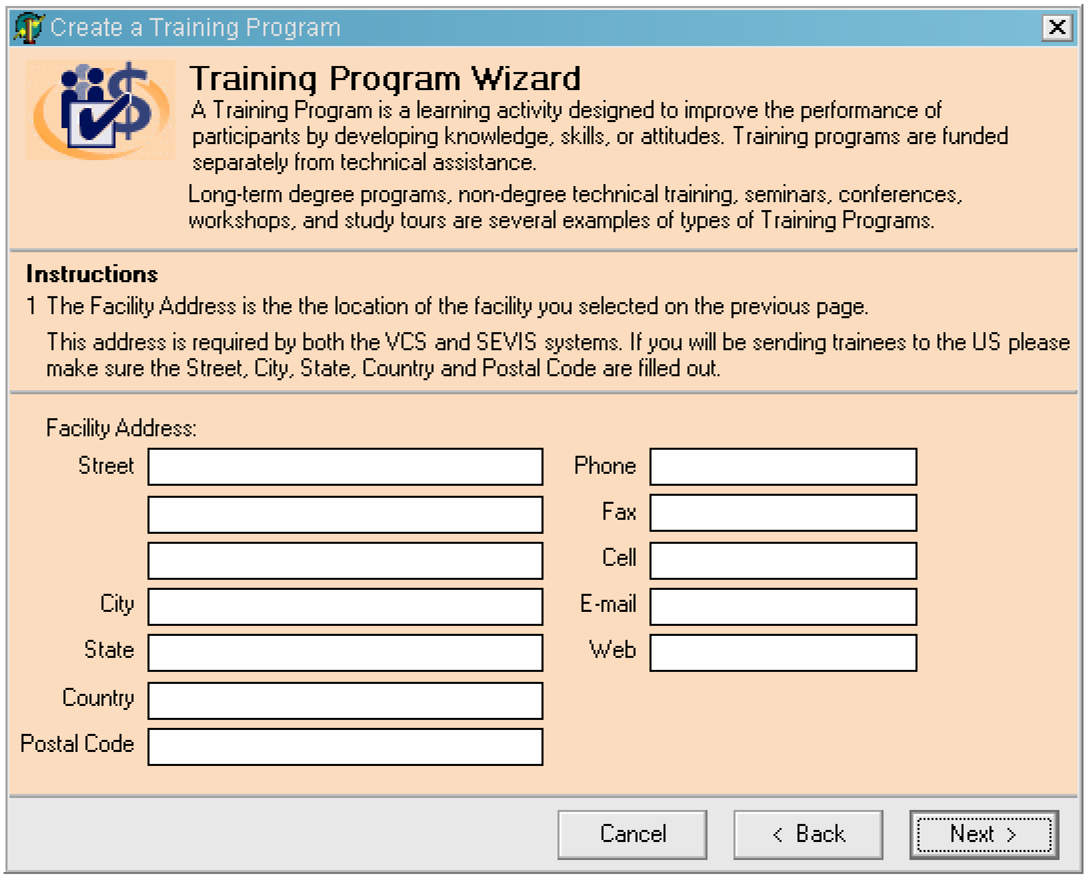
Field of Study: Select the category that this training program falls under.

Training Provider: Training Provider is a general term for any university, school, firm, or organization that delivers courses, seminars, workshops, and other training events to participants. If the Training Provider is not in the list click <Add New Item> and add it. When you are adding new Training Providers be sure to correctly list the city and country of the Provider.

Program Status: Select the current status of the program. When you first enter a program, the status must be either 'Potential' or 'Planned'. Once the program begins, change the status to 'Active.' Update the status of the program to 'Cancelled' or 'Completed' at its conclusion.

Start Date/End Date: Select the beginning and ending dates for the program. If the dates of the program change because of either a delay or an extension, you must update the dates in TraiNet and transmit the new data to Washington.

Click the **Next** button



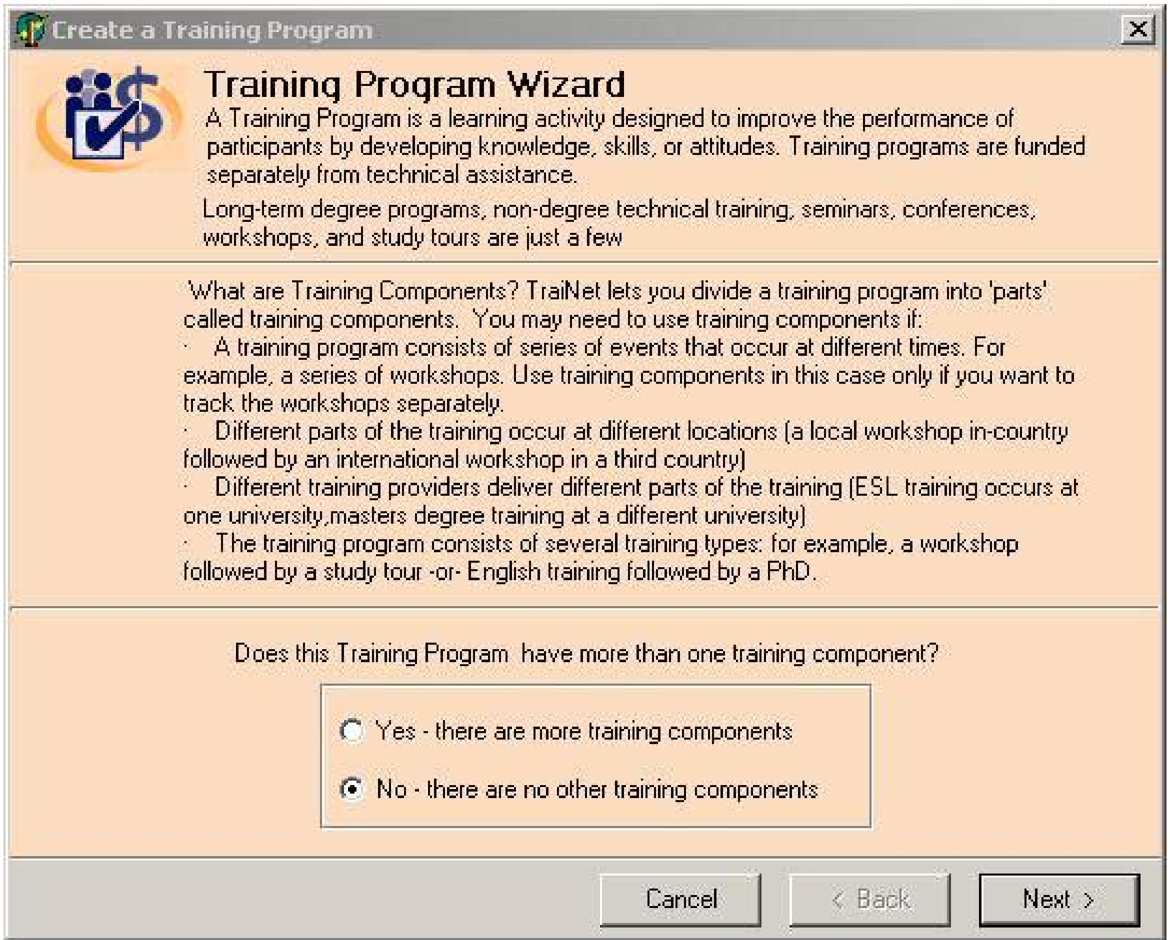
Fill out the following fields in third page of the Training Program Wizard:

Facility Address: this is the physical location of the facility for the Training Provider. This information must be completed.

Required Fields: Street, City, State, Country, Postal Code

Click the **Next** button

You will now see a summary page of the information that you just entered. If this information is correct, click the **Next** button to enter Training Components. If it is not correct, click the **Back** button to edit the information that was entered incorrectly.



Answer this question: Does the Training Program have more than one component?

Definition of a Training Component: Sometimes a training program takes place in several different places or has two different types of training (workshop/study tour). When this occurs you can add additional components to reflect the different types of training.

If Yes, click the **Yes** button and proceed to Step 3.

If No, click the **No** button and click **Next** to finish adding your program.

Step 3: Adding additional components

If you answered yes to the above question about having more than one component, make sure you've clicked Yes and the Next button to proceed.

The Training Component wizard will ask you to enter more information about each component. When there is more than one component for the program, the following determinations are made in VCS and SEVIS:

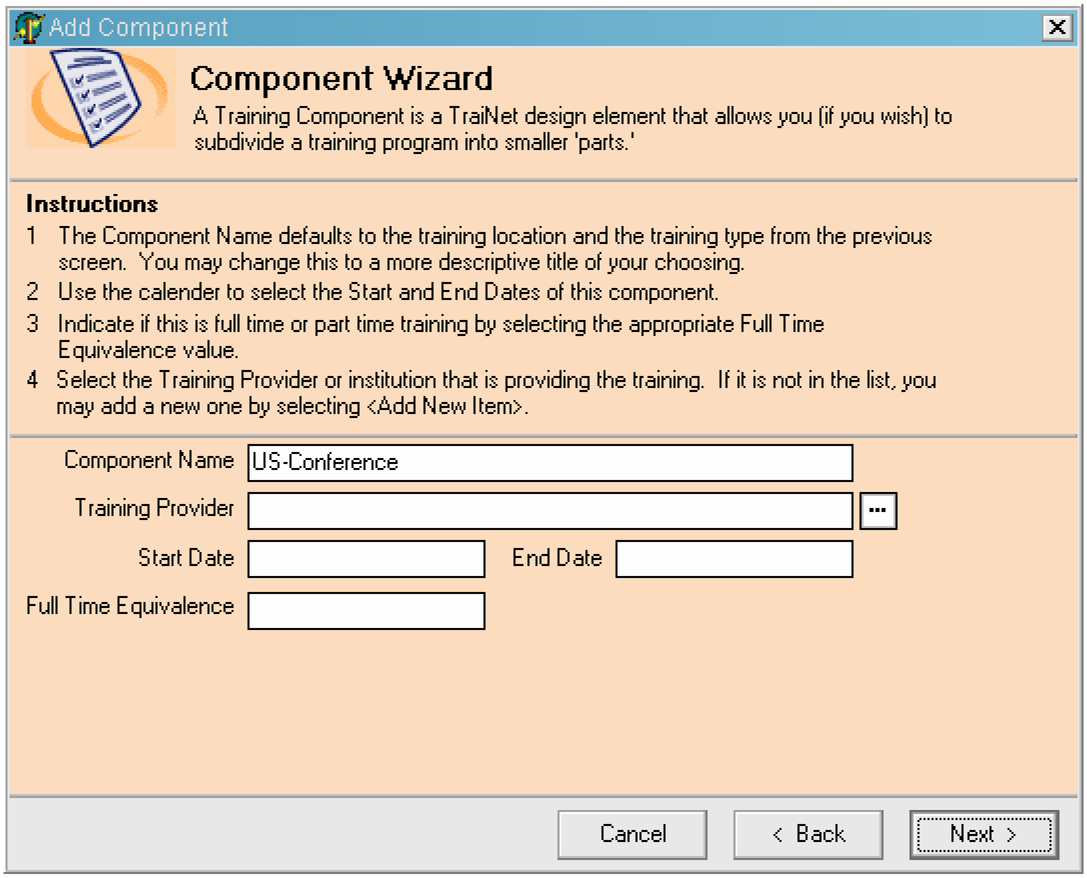
Training Type: When a matriculation level is selected, VCS and SEVIS will select the highest level among all components. For example, if there is a program has one component as a '2-year degree' and a second component as a '4-year degree', VCS and SEVIS determines that the participant's type is the '4-year degree', as it is the highest level.

Training Location: You must select "U.S."

After you click **Next** you will see the first page of the component wizard.

Fill in the required component information: **Training Type, Training Location** and **Method of Training**.

VCS sends the Start and End dates of components with a "U.S." location to the INS as the start and end dates of the DS-2019. When there is more than one component with a "U.S." location or venue, the earliest of all the start dates and the latest of all the end dates are sent.



The second screen on the Training Component Wizard allows you enter information about the Training Provider and component dates for this component.

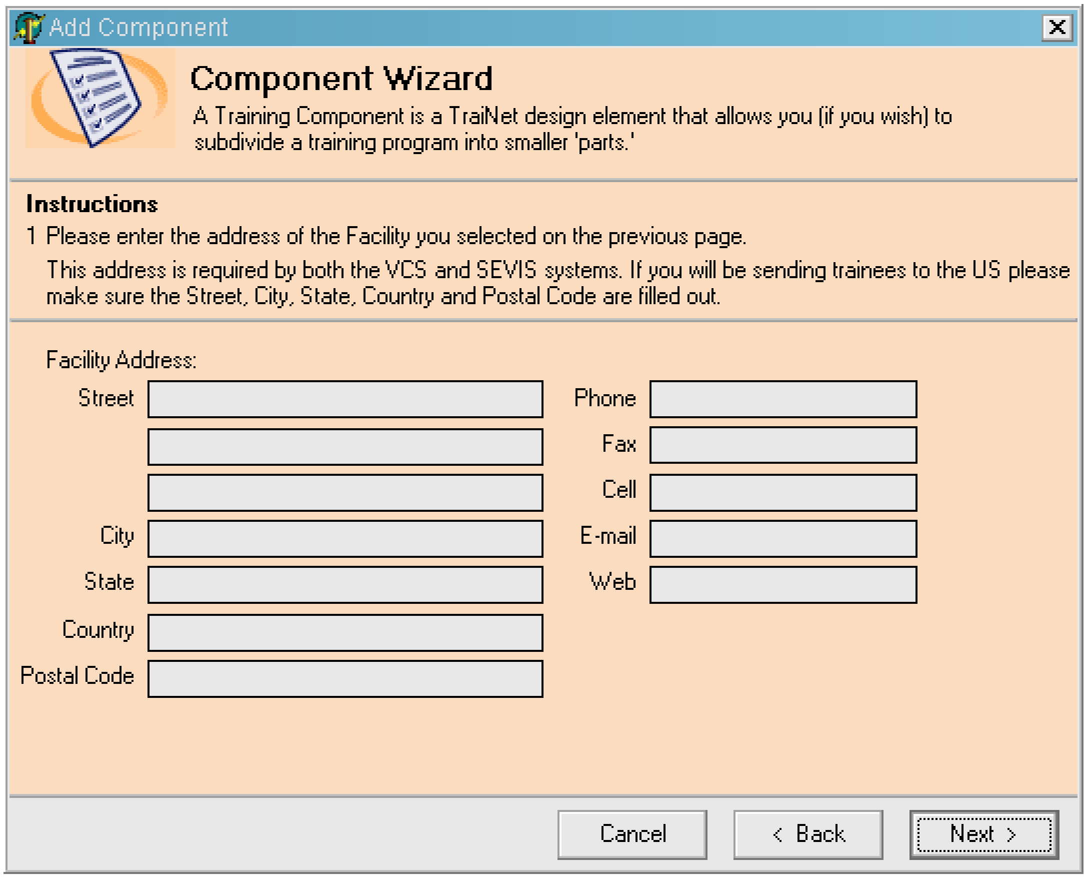
Component Name: The name is a default name that you can change if desired

Training Provider: Either select a provider from the list or add a new Training Provider from the menu.

Start Date and **End Date**: These are the starting and ending dates of this component. VCS sends the Start and End dates of components with a "U.S." location to the INS as the start and end dates of the DS-2019. When there is more than one component with a "U.S." location or venue, the earliest of all the start dates and the latest of all the end dates are sent.

Full Time Equivalence: Select the appropriate Full Time Equivalence value from the list.

Click the **Next** Button to move to the next screen.

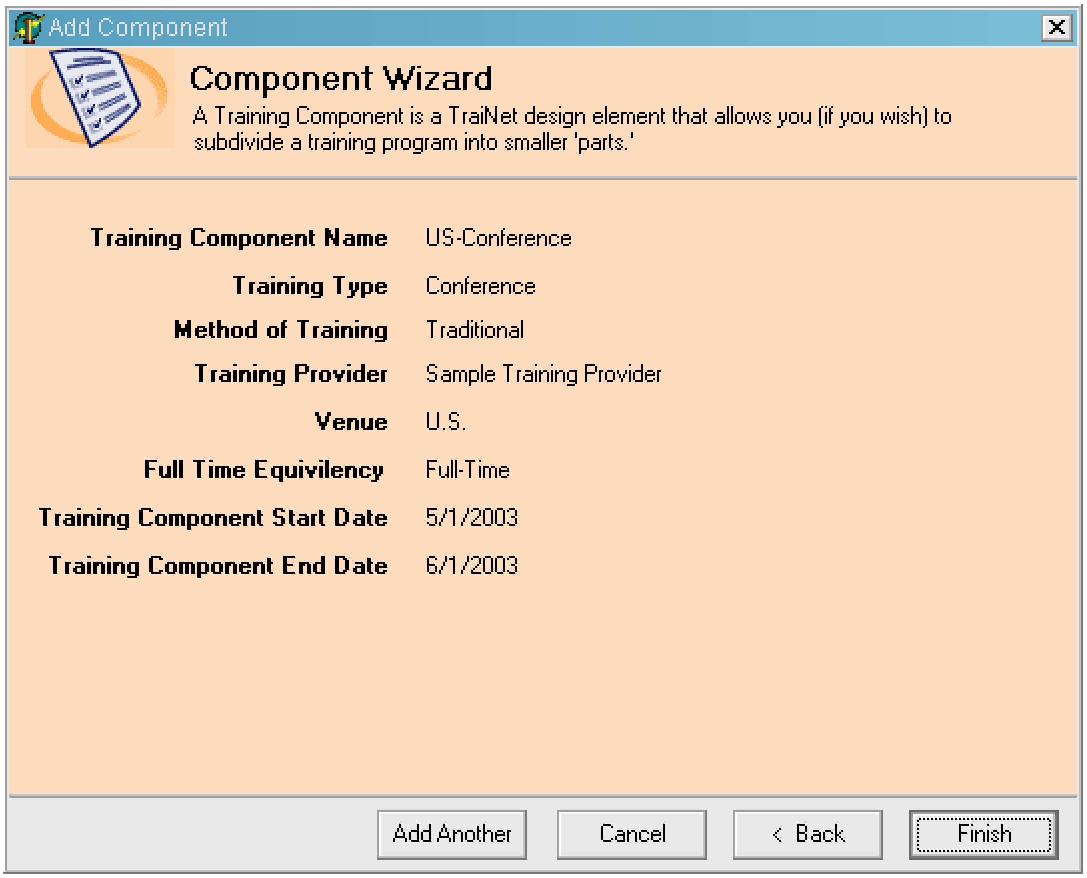


The next screen allows you to complete the address of the Training Provider for this Component. Fill out the following fields in third page of the Training Component Wizard if they are blank:

Facility Address: this is the physical location of the facility for the Training Provider. This information must be completed.

Required Fields: Street, City, State, Country, Postal Code

Click the **Next** button



You will now see a summary page of the information that you just entered.

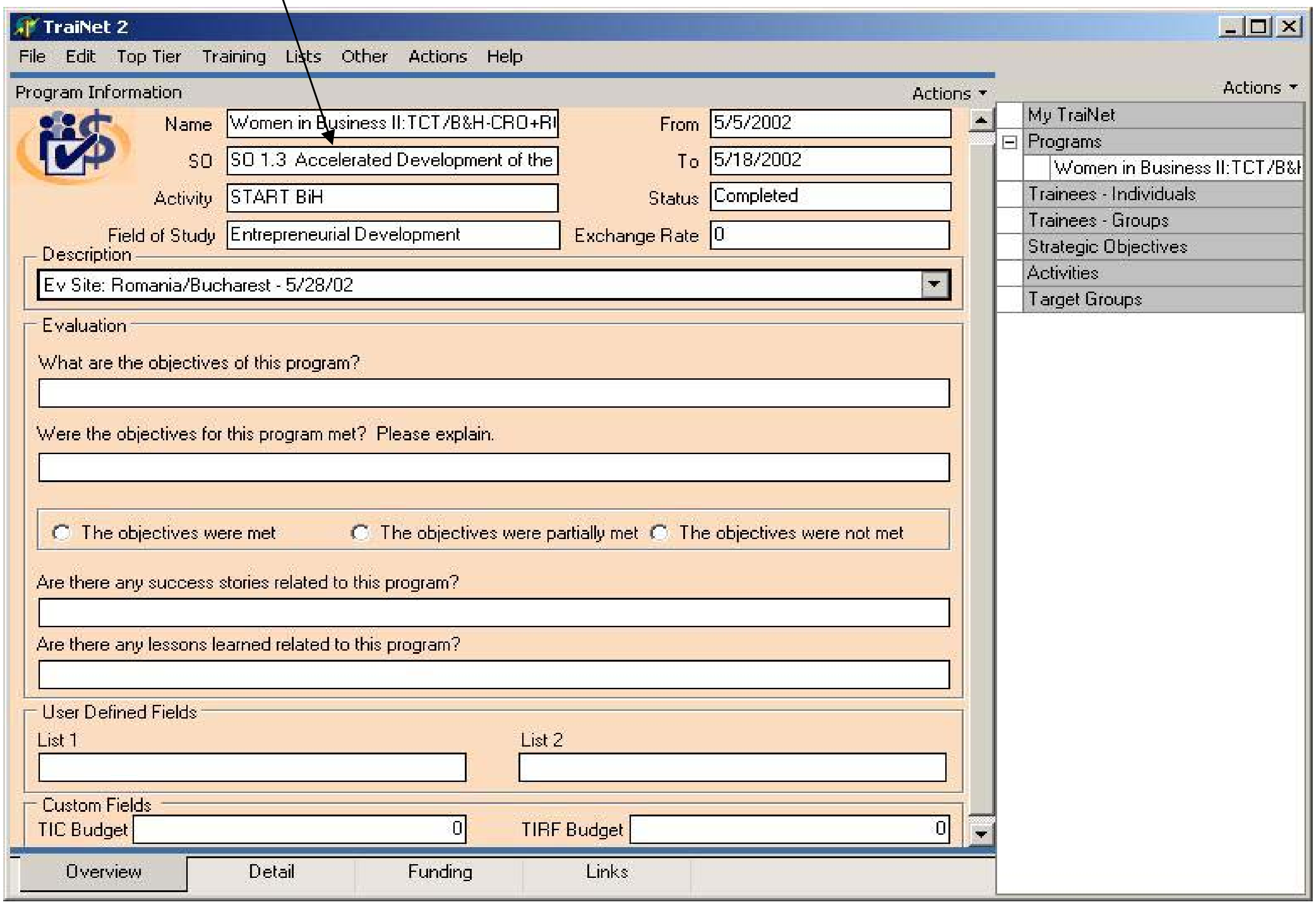
If this information is correct, click the **Finish** button to save and stop entering Training Components.

If it is not correct, click the **Back** button to edit the information that was entered incorrectly.

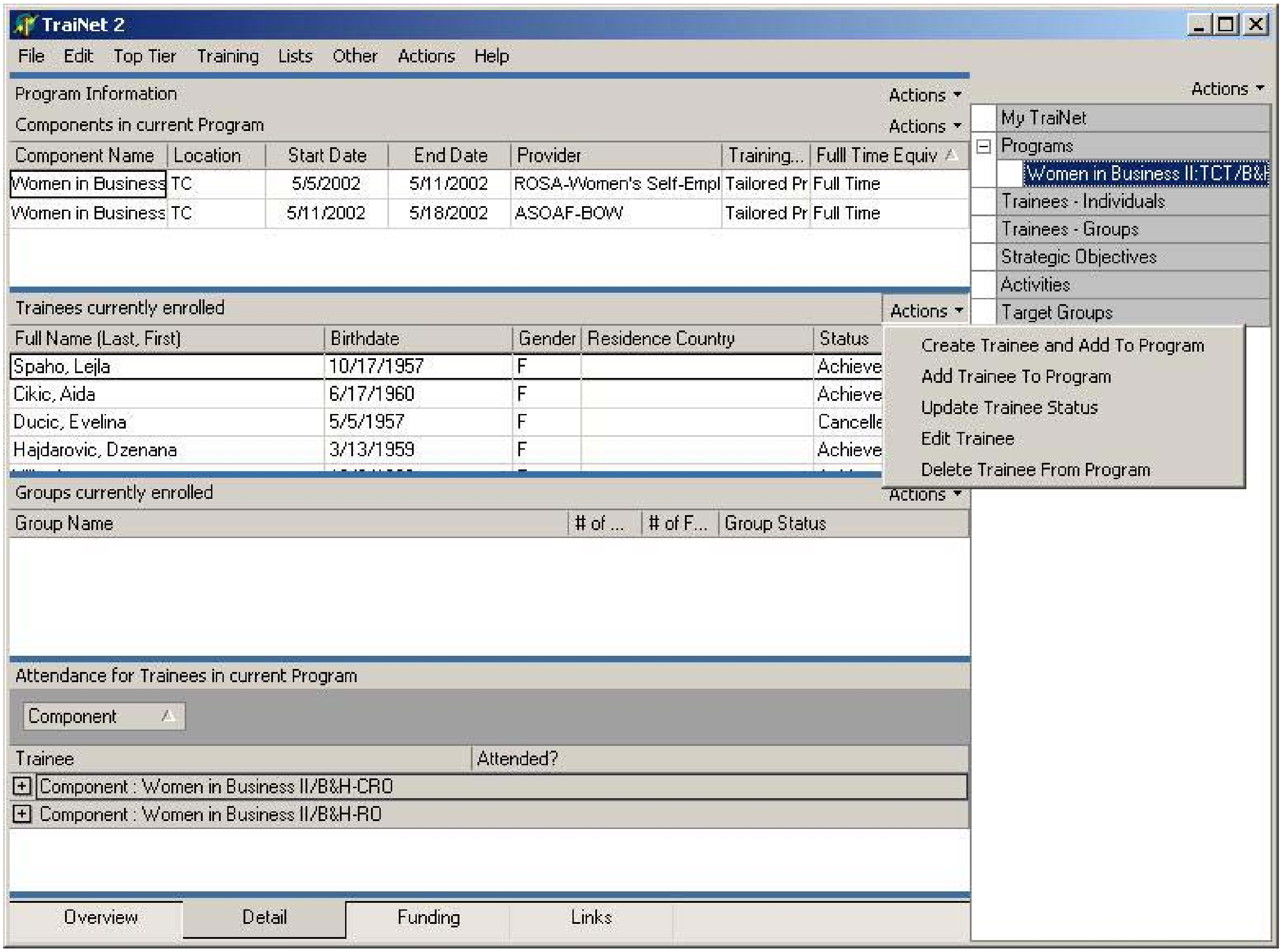
If the information is correct and you wish to enter another Training Component, click on the **Add Another** button.

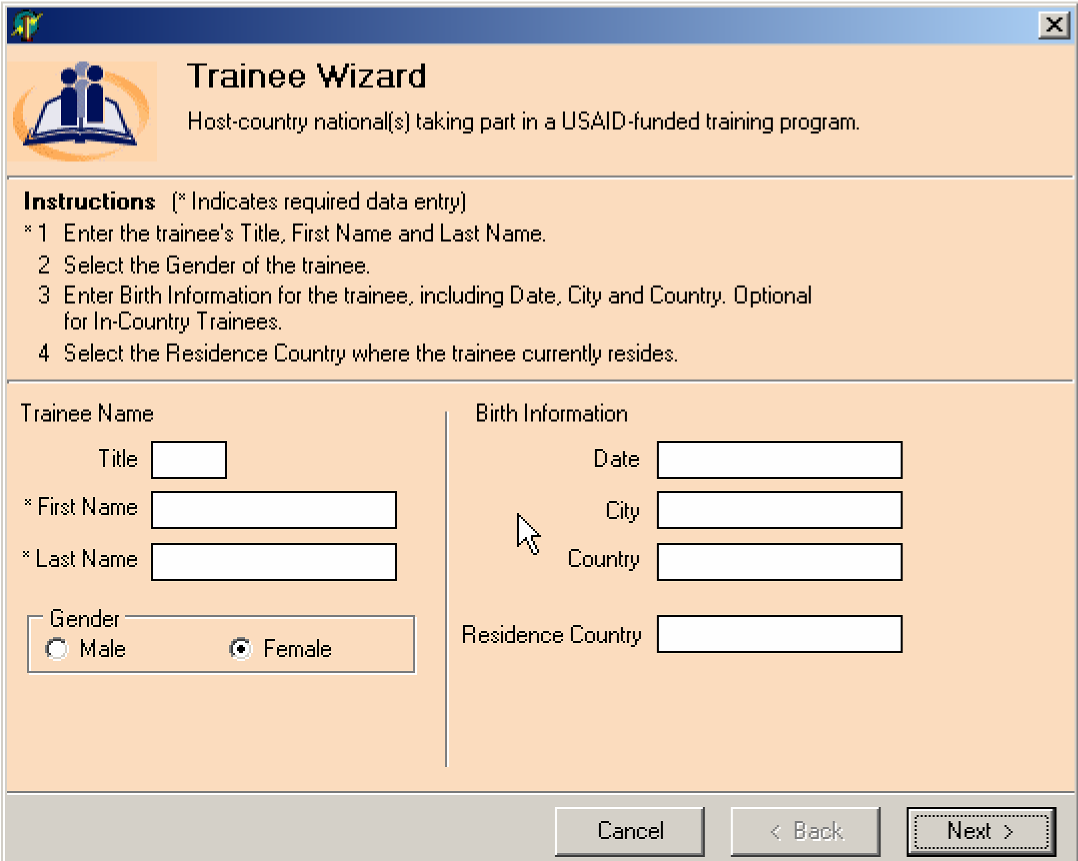
Step 4: Link Program to an SO

Select a Strategic Objective from the SO list.



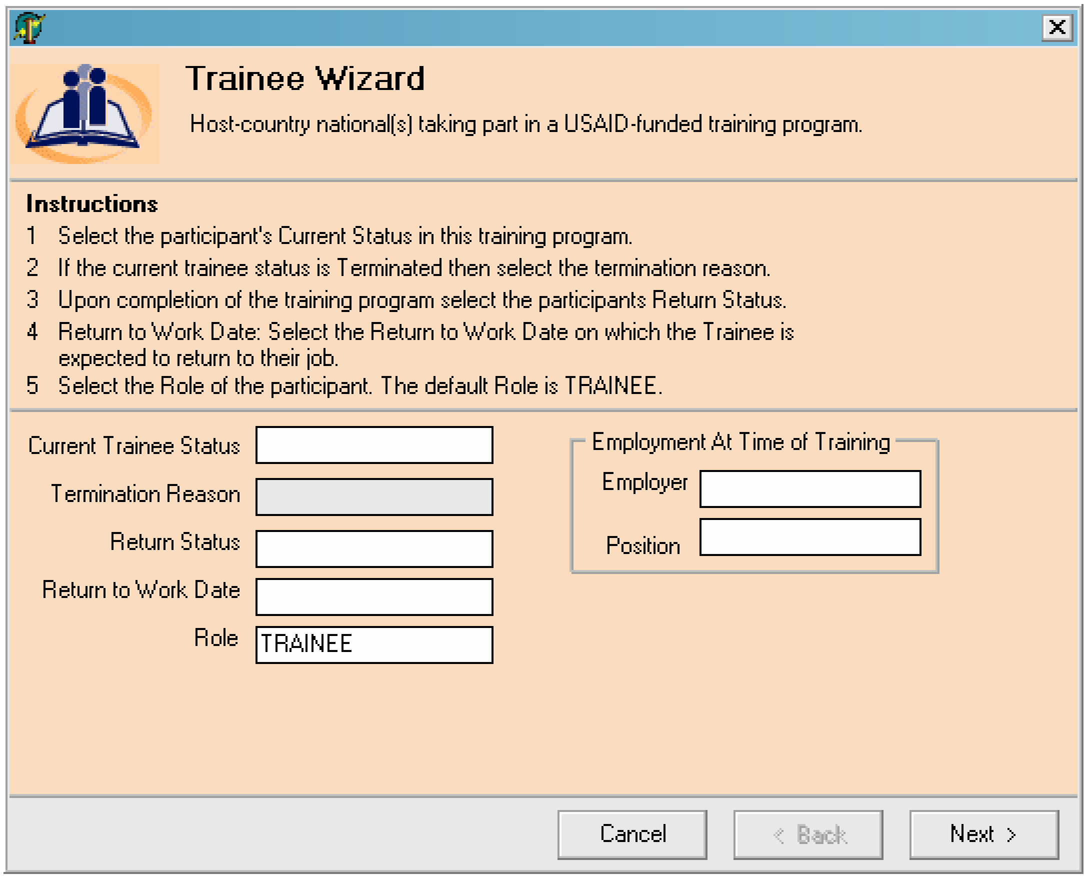
Step 5: Adding Participants (Detail Tab)





To add participants who do not exist in the system already click **Create Participant and Add to Program** from the Participants Currently Enrolled Action Menu.

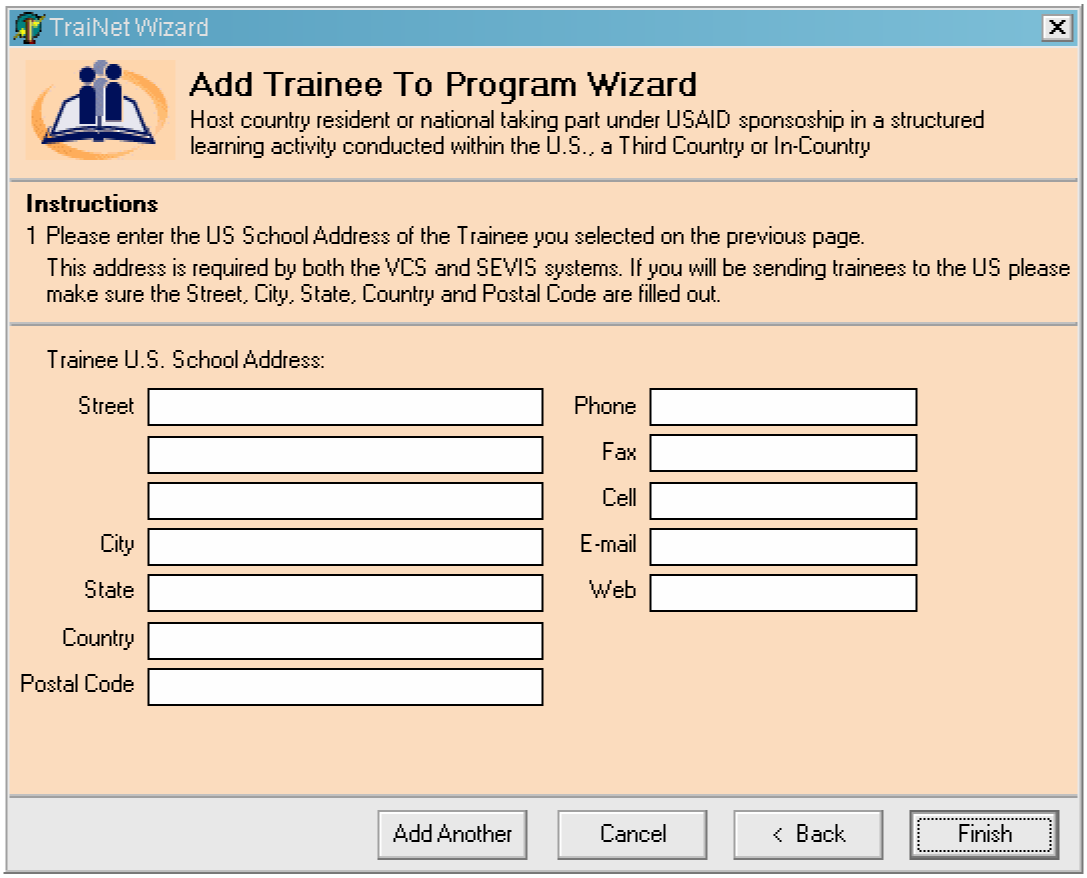
To add a participant who is already in the TraiNet database click **Add Participant to Program** from the Participants Currently Enrolled Action Menu. You will be given a list of all Participants in the system and you can select a participant to attach to the program. Enter the correct data for all the fields on the screen. If you are attaching more than one Participant to the program using this method you can use the Add Another button at the bottom of the wizard to continue adding other Participants.



The wizard will ask you to complete the Trainee's status in the program.

Current Trainee Status: This field by required in VCS.

Click the **Next** Button to enter the U.S. School Address.



The next screen allows you to complete the address where the Trainee will be residing. Fill out the following fields in third page of the Training Component Wizard:

U.S. School Address: This is the physical location where the trainee will be staying. This information is required in VCS (Note, if the address in not currently known, you may supply the address of the monitoring organization for this trainee. However, this address must be corrected in TraiNet and verified/approved in VCS when the U.S. address is known.)

Required Fields: Street, City, State, Country, and Postal Code.

Click the **Finish** button when complete.

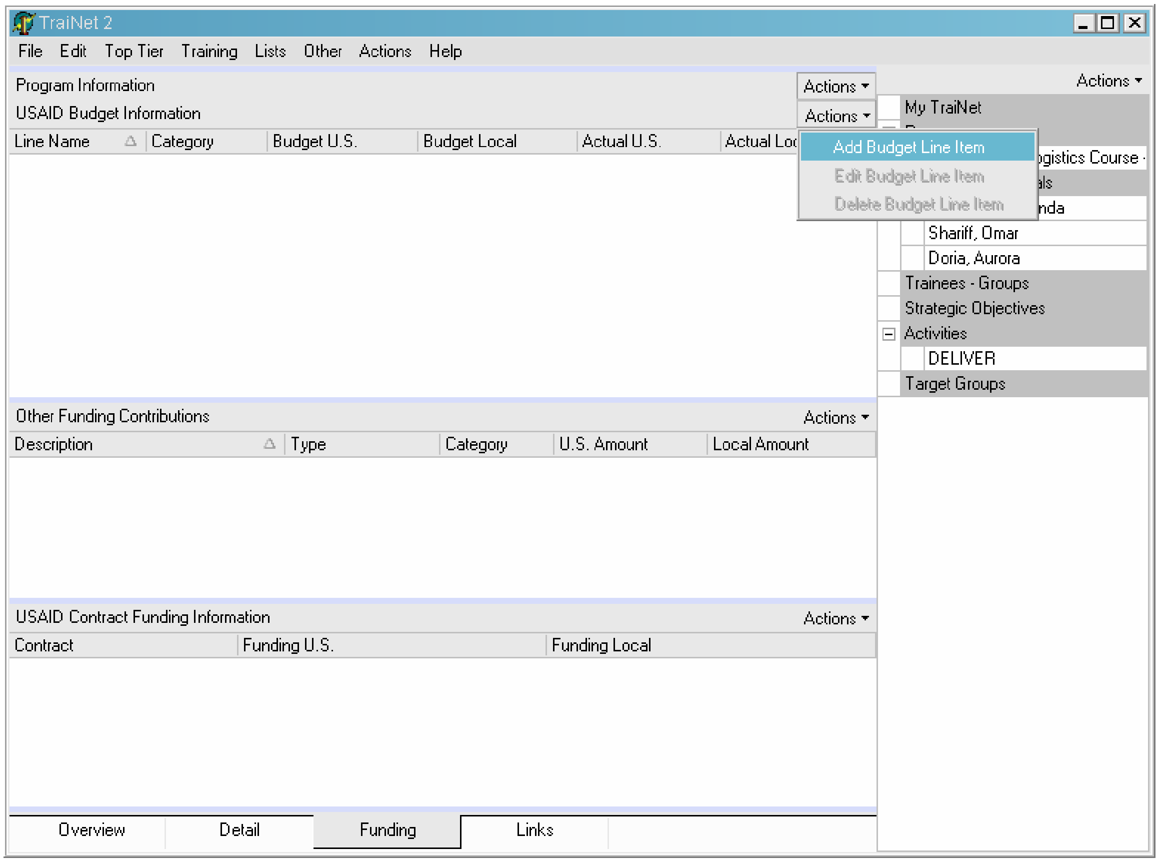
If you are adding existing Trainees to the Program, you may click the **Add Another** button to select a new Trainee.

Step 6: Adding Components (Detail Tab)

You already added components with the Training Program wizard; however, if you have additional components to add to this program in the future you can do this by clicking the **component action** menu and selecting **Add Component**. Look at the instructions for Step 3 for important information about how dates are used when there is more than one component.

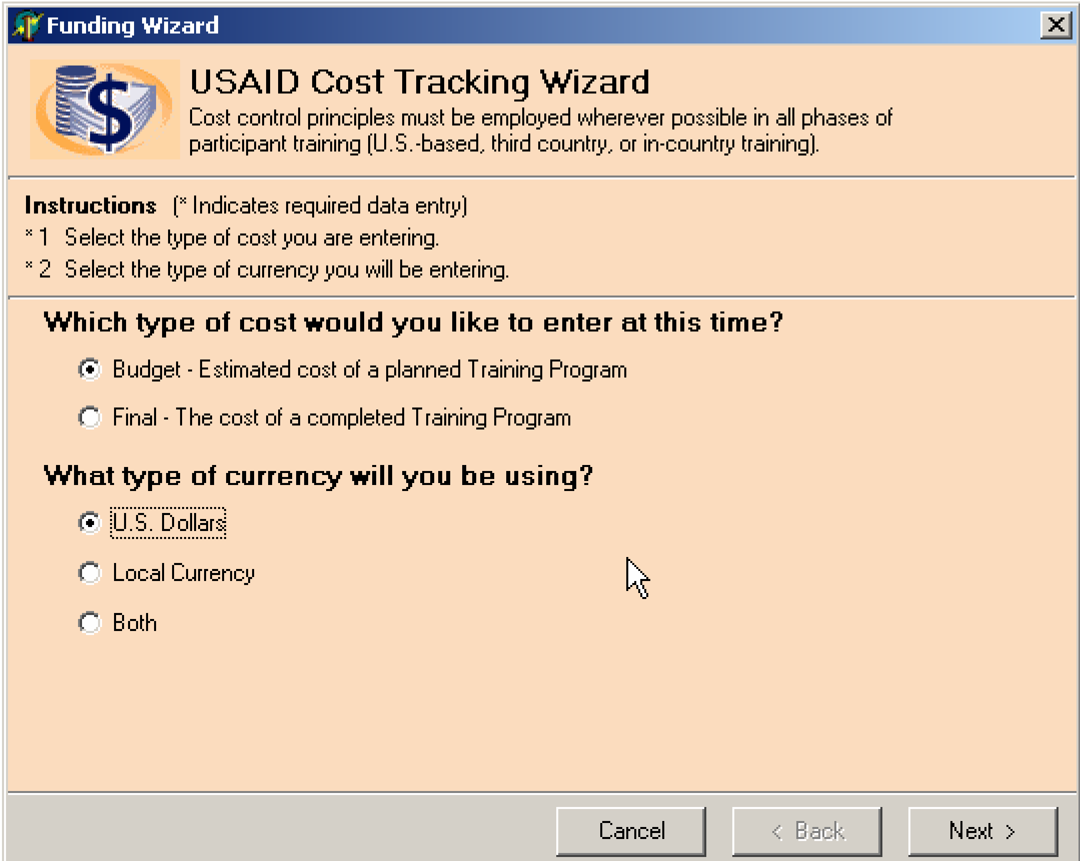
If you wish to edit any existing components select the line you wish to edit and click the **component action** menu. Select **Edit Component** and edit the information that has changed.

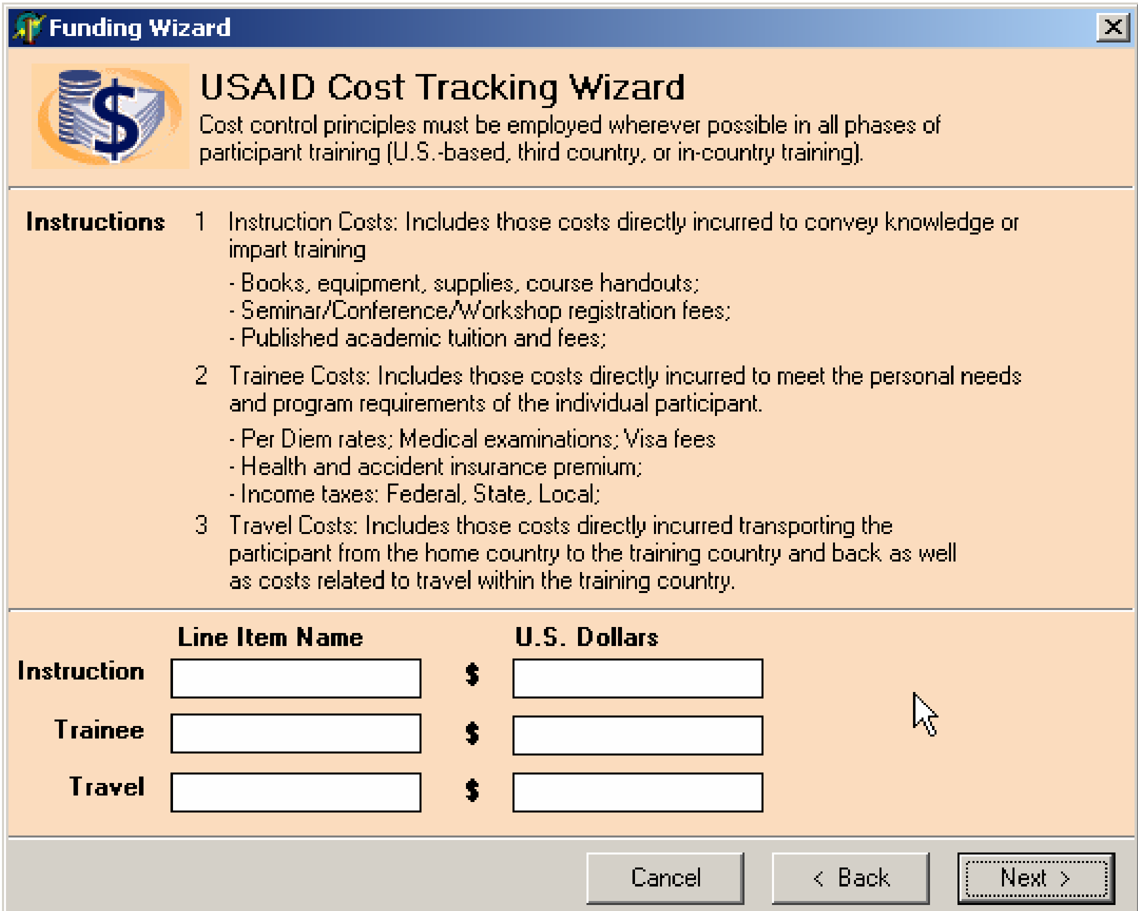
Step 7: Adding Funding (Funding Tab)



To add a budget line, Click on the **Funding** tab at the bottom of the Program screen. Then select **Add Budget Line** Item from the **Action** list on the USAID Budget Information Section.

The Funding Wizard will open and allow you to enter Funding information for the entire program.


Funding Wizard
USAID Cost Tracking Wizard
Cost control principles must be employed wherever possible in all phases of participant training (U.S.-based, third country, or in-country training).
Instructions (* Indicates required data entry)
* 1 Select the type of cost you are entering.
* 2 Select the type of currency you will be entering.
Which type of cost would you like to enter at this time?
Budget - Estimated cost of a planned Training Program
Final - The cost of a completed Training Program
What type of currency will you be using?
U.S. Dollars
Local Currency
Both
Cancel
< Back
Next >



USAID Budget Information: Budget vs. Actual

Budget: Budget funding amounts are added together in the Checkbook report to equal the **TIP** amount. These amounts can be added by going to the USAID Budget Information grid Action menu and selecting Add Budget Line Item. TraiNet 2 breaks USAID funding into three categories—Instruction, Participant and Travel. The TraiNet2 USAID funding wizard explains what each category means.

Actual: Actual funding amounts are added together in the Checkbook report to equal the FINAL amount of funding, in other words, what the program actually cost.

Other Funding Contributions:

These funding items are used to record funding that is neither USAID related nor Contract related. Types of funding collected here include Host Country Government funding, Anonymous donations etc.

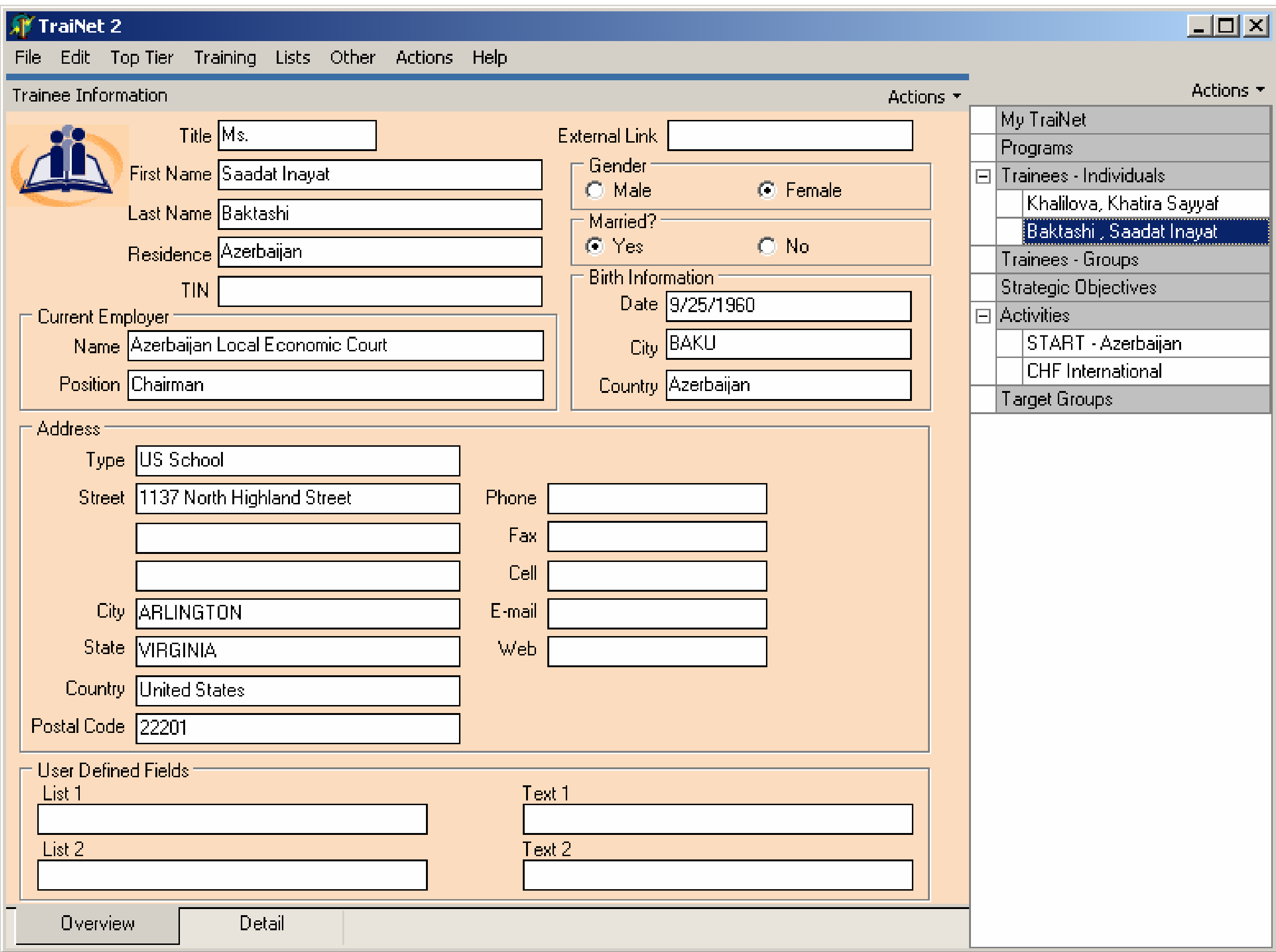
Contract Funding: Programs need to be linked to a funding allocation block to produce the checkbook report. To do this select Add Contract Funding Item from the USAID Contract Funding Information grid. In the first list box select the name of the contract (Example FY 02 Romania 1.4). Then click finish. **No actual funding amount needs to be entered.**

Step 8: Adding Participant U.S. School address

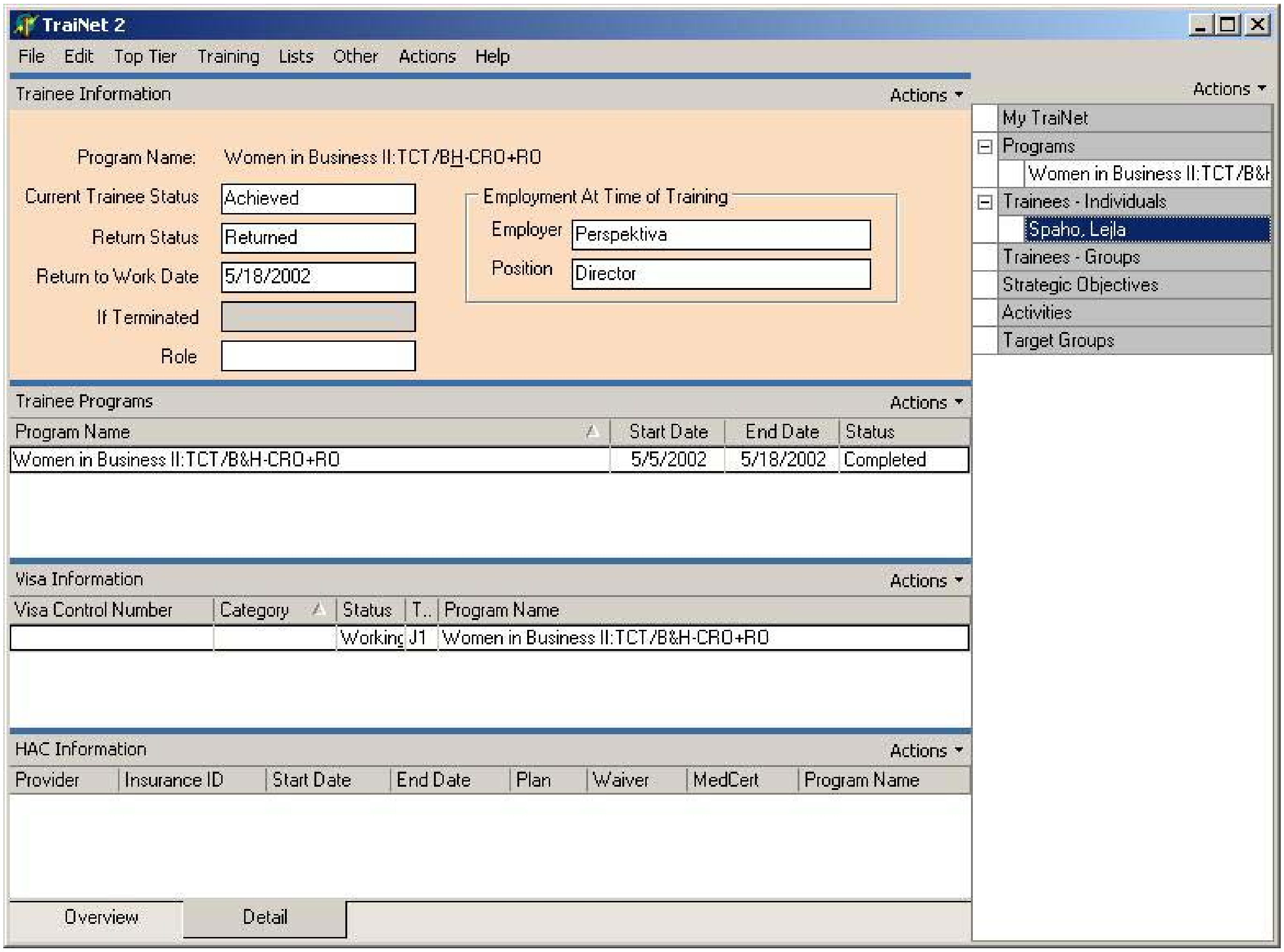
Note: if this trainee was entered in TraiNet using the Trainee Wizard in Service Pack 2B, then you will find that the U.S. School address has already been entered and you can skip this step.

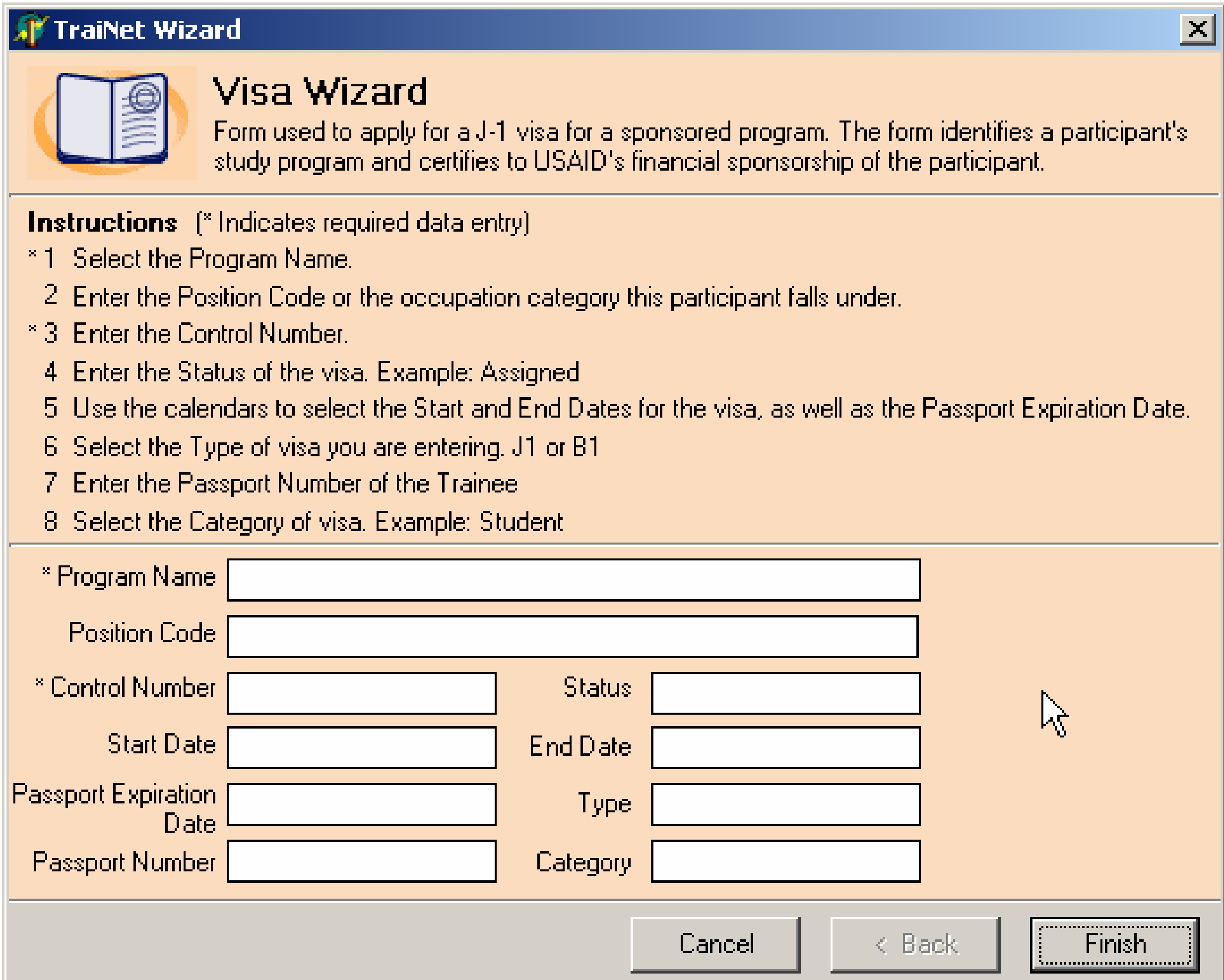
On Participant Information screen, in the Address box for Type, select **U.S. School.** Enter the relevant address and contact information for the Trainee. This is the physical location where the trainee will be staying.

This information is required in VCS (Note, if the address in not currently known, you may supply the address of the monitoring organization for this trainee. However, this address must be corrected in TraiNet and verified/approved in VCS when the U.S. address is known.)



Step 9: Adding Visa Information





To enter VISA information for any participant within a program, find their name in the Participants Currently Enrolled grid and double click their name. This takes you to the Participant Information Page for that participant. Click the **detail** tab at the bottom and add any Visa information you have available using the appropriate wizard. For Visa Information use the **Visa Action** menu and select **Add Visa** Information. Enter Program Name, Position Code, Passport Number, Category and Type (enter "J1").

You must choose one of the following visa types or there will be errors generated when the participant's record is read by VCS:

Student

Trainee (sends 2A - Trainee Specialty to the INS)

Government Visitor

Research Scholar

Specialist

When you select "Student" it gets combined with the component Training Type and sent to the INS as follows:

Student and 2 Year Degree = 1B - Student Associate

Student and Four-Year Degree = 1C = Student Bachelors

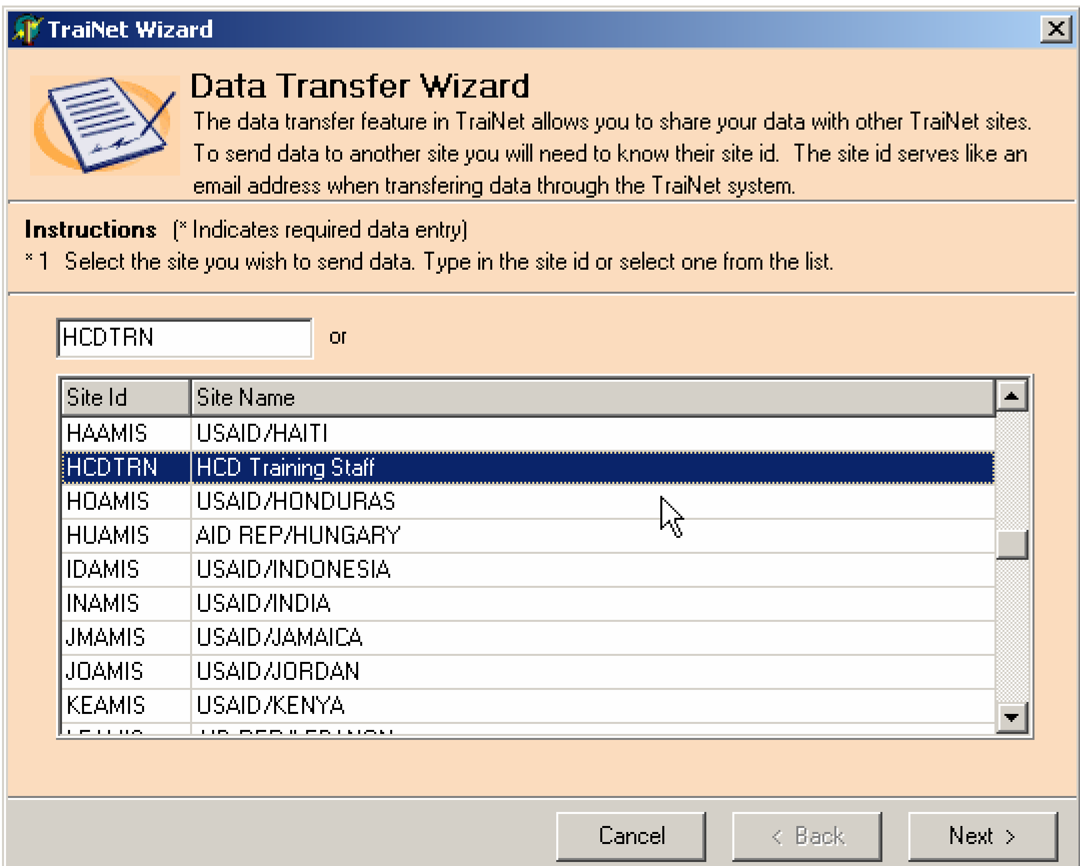
Student and Masters Degree = 1D - Student Masters

Student and Doctorate Degree = 1E - Student Doctorate

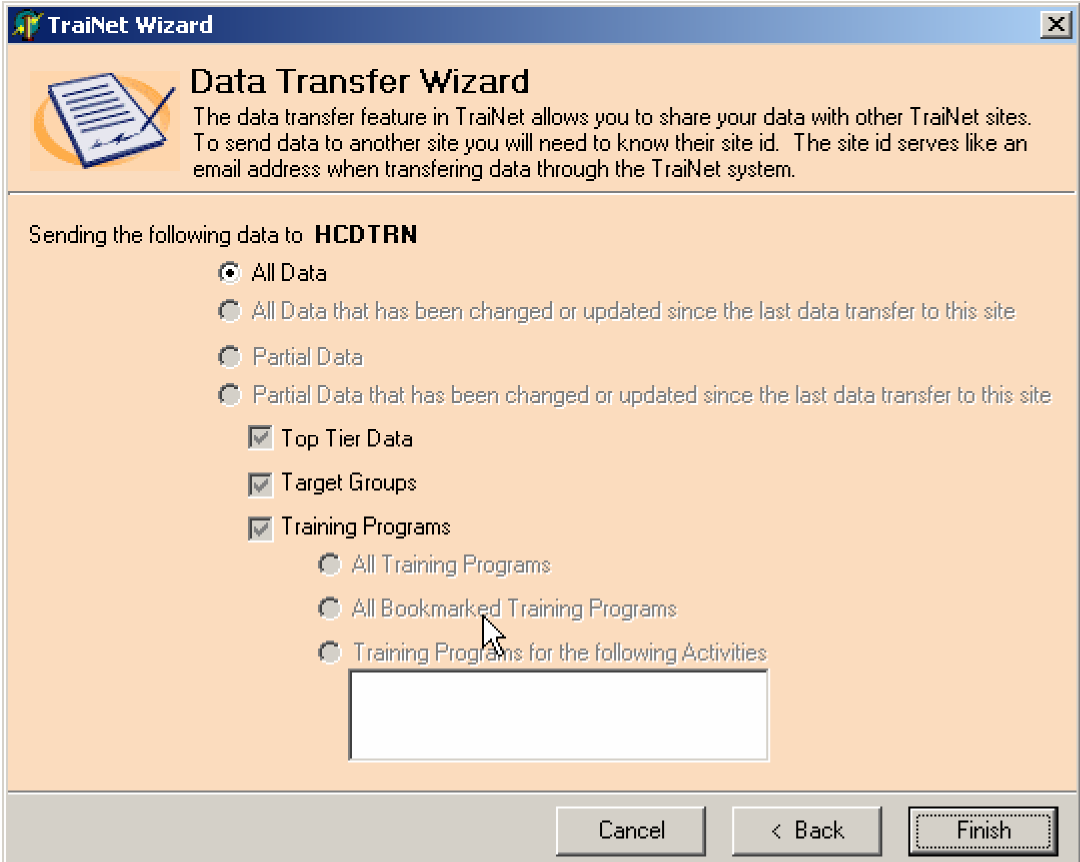
To return to the program with which you were previously working, click the name of the program in the bookmark list on the right hand side of the screen.

All that remains is to send your data to the Repository. To do this, go to the **File** menu and choose **Data Transfer** and then **Send Data…**

In the dialog box that opens, select **HCDTRN** as the location to send your data and click **Next**.



In the second screen of the wizard, choose to **send All Data**, and click **Next**.



You will now see a summary page of the information that you just entered.

If this information is correct, click the **Finish** button to send your data.

If it is not correct, click the **Back** button to edit the information that was entered incorrectly.

Step 10: Maintaining Good Data

What constitutes a Training Program?

A training program is a learning activity designed to improve the performance of participants by developing knowledge, skills or attitudes. Training programs are funded separately from Technical Assistance.

Training programs can be long-term degree programs (MBA, PhD, Bachelor's degree), or non-degree technical training like seminars, conferences or workshops to name just a few types.

Training programs can be delivered traditionally, with the students and instructors in the same location, or by distance learning methods. Further, a program can take place in the U.S. a third country or in a participant's home country (some programs take place in several venues as well).

A program has defined start and end dates, and there are very few, if any, gaps between its components. Hint – if you have a program where there are long gaps between components you should probably break the program apart into a number of individual programs.

A training program is **not** a project or an activity that has a training component. Projects and Activities may, however, provide funding for training programs.

Projects and Activities are entered in TraiNet under the Activities screen.

Update Program Status

To do this, open a program and change the status from the Status list. If a program has ended change the status to Completed. If a program has been cancelled change the status to Cancelled. When a program has been cancelled all other data for that program must be deleted. Participants should be deleted, funding amounts should be deleted and links to SO's should be deleted.

Program Status list: Potential, Planned, Cancelled, Active, Completed, Terminated, and Final (financially-closed).

Update Participant Status

To do this, open the program that the participant is enrolled in. Find her or his name in the Participants Currently Enrolled grid on the Detail Tab. Select the name (you can select more than one name at a time if you are changing the status for more than one person) and go to the Actions menu. Select Update Participant Status.

Participant Status list: Candidate, Not Selected, Alternate, Planned, Cancelled, In-Training, Terminated (by USAID), Achieved, and Not Achieved (by participant).

Adding new items to lists (Training Providers, Employers, Fields of Study, etc.)

Adding new items to lists is now very simple. If you don't see the item you are looking for in a list you can click **<Add New Item>** and create the entry you want. Please use caution when adding new items. You may want to double check the list and make sure that the item you are about to enter isn't already there. These lists are a compilation of all the field offices' lists so if you are adding a new item try to be as specific as possible in the title. For example: There are several Booz Allen offices entered in the Training Provider list. There are Booz Allen offices in Washington and several abroad. If all the field offices enter their own Booz Allen training providers and do not specify in the title where the office is located the list in Washington will have five Booz Allen offices listed with no distinction about what country the office is located in. Perhaps the best way to enter a new training provider in this case would be Booz Allen, Washington as the title.

Changes to data

There are a few special situations that need to be handled a certain way in TraiNet to ensure that the correct information is sent to the BCIS. When you postpone a program, cancel or terminate a participant or have a non-returnee, please keep the following guidelines in mind.

Postpone a Program – To postpone a program and request a new DS-2019 with updated dated program dates, simply update the dates in the training component and submit your updated data. You do not need to enter a new program or change the status of the participants in the program. Just updates the dates. When you send the new data to Washington, please also send an email to the helpdesk (jvisa@devis.com) identifying the program and participants and saying that you need to receive a new DS-2019 with updated dates.

Cancel a Participant – A participant who drops out of a program or is removed from a program *before it begins* is a cancelled participant. Update the Current Trainee Status of the participant to Cancelled in TraiNet. Transmit this updated data to the TraiNet repository (Site ID HCDTRN). If you have received a DS-2019 form for this participant, return it to USAID/Washington along with a cover memo stating that the form will not be used because the participant has been cancelled.

Terminate a participant – A participant who drops out of a program or is removed from a program *after it begins* is a terminated participant. Update the Current Trainee Status of the participant to Terminated and specify the termination reason in TraiNet. Transmit this updated data to the TraiNet Repository (Site ID HCDTRN). Send an email to the helpdesk (jvisa@devis.com) indicating that you have terminated a participant.

Dealing with a Non-returnee – A participant who does not return to his or her home country at the conclusion or termination of a program is a non-returnee. Update the participant's Current Trainee Status to an appropriate value (usually either Achieved or Terminated) and the Return Status to non-returnee. Transmit this updated data to the TraiNet repository (Site ID HCDTRN). Notify USAID/Washington in writing that you are reporting the participant as a non-returnee and include his or her full name, passport number, and the last known address of the participant.

Things to Remember

Enter the training program and participants into TraiNet well ahead of the program start date. Complete information about participants on U.S. training programs must be in TraiNet no later than six weeks prior to the date of anticipated consular filing. It is important to maintain up-to-date Program and Participant status data in TraiNet.

If you have long term (academic) participants, make a separate program for each participant. This allows you to easily accommodate changes to an individual course of study without potentially skewing the data for other participants.

Update a participant's status within three (3) days of a change. For instance, change a trainee's status from **Planned** to **In-Training** within three days of the start of their program. If a trainee terminates (does not successfully complete their program), change the status from In-Training to Terminated within three days of the termination. Likewise, if a trainee successfully completes the program, change the status from In-Training to Achieved within three days of the end of the program.

Appendix 2: R2-Verifier (TraiNet Supervisor*)

Role	Responsibilities
R2: Verifier - *TraiNet Supervisor* The supervisors of TraiNet Operators perform this role. They are responsible for ensuring that data entered into TraiNet is complete and correct when imported to VCS. *Does not have to be a U.S. citizen.*	**Utilizes VCS System:** • Verifies TraiNet Data imported to VCS. • Communicates data errors to TraiNet Operator for correction in TraiNet. • Determines disposition of participant by either removing nomination or moving to USAID Mission for approval through VCS. • Communicates with R3 and R4 roles to determine status of questionable applications. • Can, if designated by Approver, receive signed DS-2019 forms from approver.

** In those cases where the R1 role is performed by USAID staff, the R2 role cannot be performed by a USAID contractor or centrally funded organization. R2-Verifiers may not supervise R1-Initiators where such relationship would be contrary to U.S. law or USAID policy.*

How to Get Help

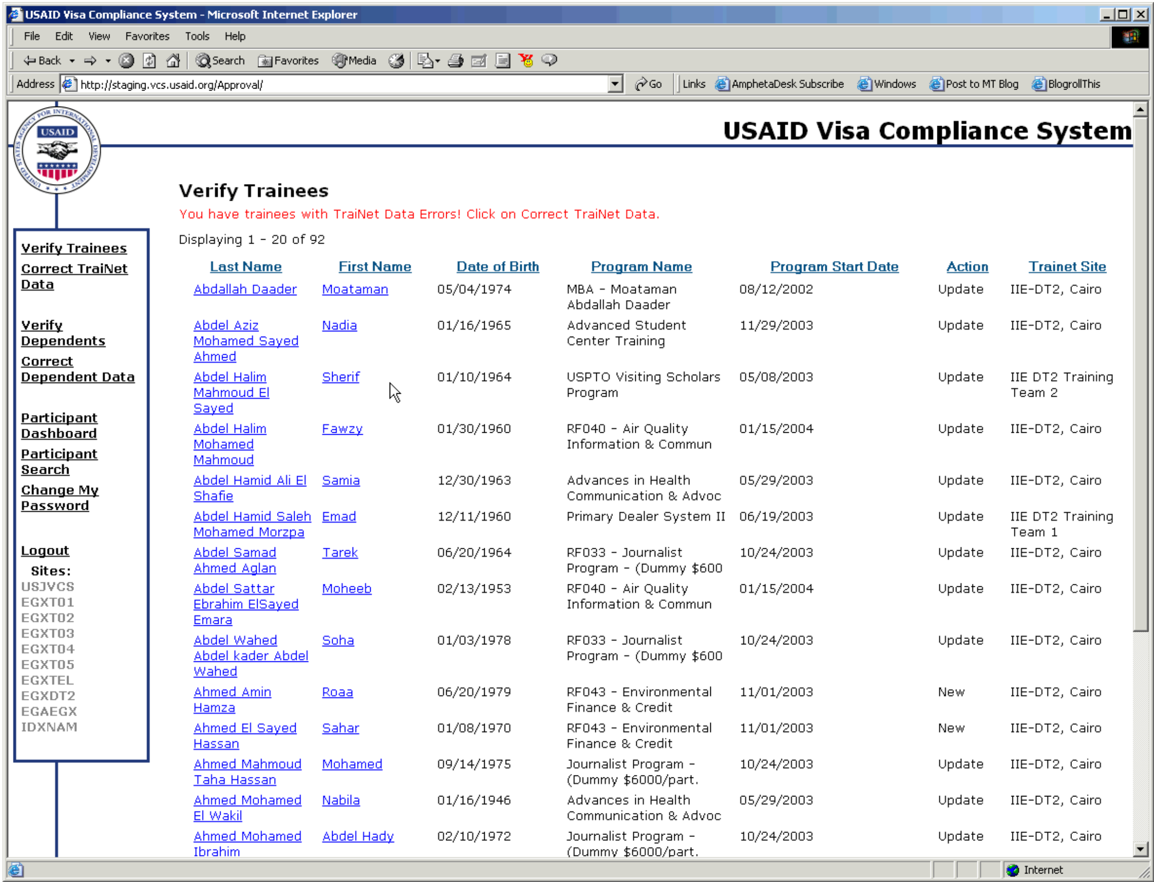
The J-1 visa helpdesk is available to answer technical and usability questions. The helpdesk can be contacted by email jvisa@devis.com, or by phone at +1 703 527 4340. The USAID Participant Training web site is available at http://usaidtraining.net. The support web site for USAID's TraiNet and Visa Compliance System (VCS) is available at http://usaidtraining.devis.com.

How to Use VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet 2.1 Service Pack 2B. Within VCS you can accept a participant's data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, you should communicate with the TraiNet Operator to correct the data and re-transmit it to Washington so VCS can be updated.

When VCS has received data from TraiNet that is ready for review, you will receive an email notification. You should then use a web browser to go to the VCS web site (https://VCS.usaid.org) and log in using your username and password. On your first login you will be asked to change your password.

When you first log into VCS you will be presented with a screen like this, listing the participants who are queued up for your action.



Last Name	First Name	Date of Birth	Program Name	Program Start Date	Action	Trainet Site
Abdallah Daader	Moataman	05/04/1974	MBA - Moataman Abdallah Daader	08/12/2002	Update	IIE-DT2, Cairo
Abdel Aziz Mohamed Sayed Ahmed	Nadia	01/16/1965	Advanced Student Center Training	11/29/2003	Update	IIE-DT2, Cairo
Abdel Halim Mahmoud El Sayed	Sherif	01/10/1964	USPTO Visiting Scholars Program	05/08/2003	Update	IIE DT2 Training Team 2
Abdel Halim Mohamed Mahmoud	Fawzy	01/30/1960	RF040 - Air Quality Information & Commun	01/15/2004	Update	IIE-DT2, Cairo
Abdel Hamid Ali El Shafie	Samia	12/30/1963	Advances in Health Communication & Advoc	05/29/2003	Update	IIE-DT2, Cairo
Abdel Hamid Saleh Mohamed Morzpa	Emad	12/11/1960	Primary Dealer System II	06/19/2003	Update	IIE DT2 Training Team 1
Abdel Samad Ahmed Aglan	Tarek	06/20/1964	RF033 - Journalist Program - (Dummy $600	10/24/2003	Update	IIE-DT2, Cairo
Abdel Sattar Ebrahim ElSayed Emara	Moheeb	02/13/1953	RF040 - Air Quality Information & Commun	01/15/2004	Update	IIE-DT2, Cairo
Abdel Wahed Abdel kader Abdel Wahed	Soha	01/03/1978	RF033 - Journalist Program - (Dummy $600	10/24/2003	Update	IIE-DT2, Cairo
Ahmed Amin Hamza	Roaa	06/20/1979	RF043 - Environmental Finance & Credit	11/01/2003	New	IIE-DT2, Cairo
Ahmed El Sayed Hassan	Sahar	01/08/1970	RF043 - Environmental Finance & Credit	11/01/2003	New	IIE-DT2, Cairo
Ahmed Mahmoud Taha Hassan	Mohamed	09/14/1975	Journalist Program - (Dummy $6000/part.	10/24/2003	Update	IIE-DT2, Cairo
Ahmed Mohamed El Wakil	Nabila	01/16/1946	Advances in Health Communication & Advoc	05/29/2003	Update	IIE-DT2, Cairo
Ahmed Mohamed Ibrahim	Abdel Hady	02/10/1972	Journalist Program - (Dummy $6000/part.	10/24/2003	Update	IIE-DT2, Cairo

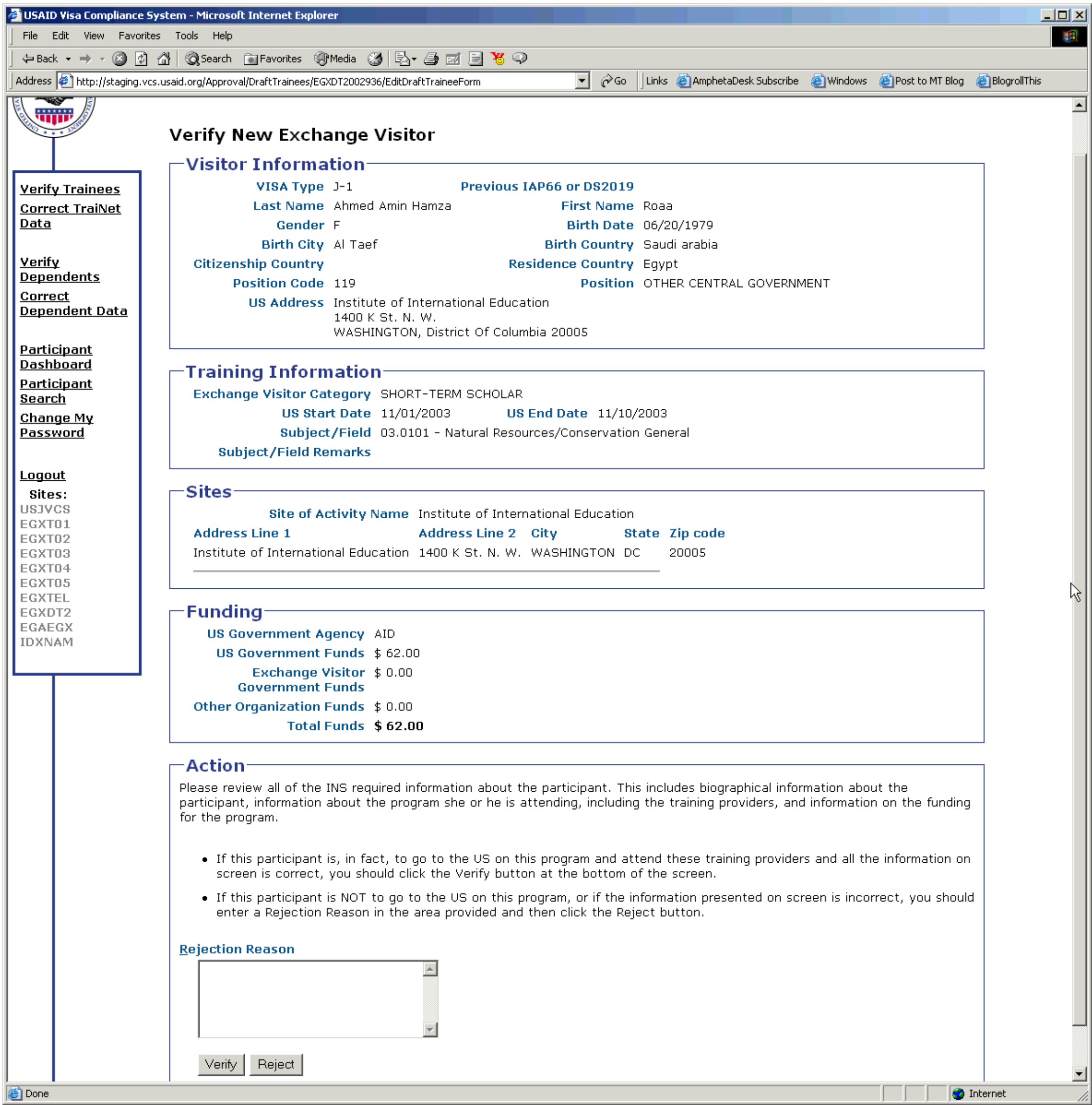
The first 20 participants to be reviewed will be displayed. You can use the buttons **First** and **Last** to go to the top and bottom of the participant list. Use the **Previous 20 and Next 20** links to page through all of the queued up participants 20 at a time.

To review a participant and then accept or reject the information, click on the participant's name.

You may see a notice at the top of the screen in red displaying the words: "You have trainees with TraiNet Data Errors! Click on Correct TraiNet Data." This indicates that data has been sent to VCS containing errors. These error must be corrected in TraiNet and resent before they can be Verified. To view the error click on the **Correct TraiNet Data** link from the menu on the left (see Correct TraiNet Data Section.)

New Participants

If this is a new participant, one whose data is being submitted for the first time, you will see the Verify New Exchange Visitor screen



On this screen you can review all of the information about the participant that USAID is required to report to the INS. This includes biographical information about the participant, information about the program she or he is attending, including the training providers, and information on the funding for the program.

- If this participant is, in fact, to go to the U.S. on this program and attend these training providers and all the information on screen is correct, you should click the **Verify** button at the bottom of the screen.
- If this participant is NOT to go to the U.S. on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

If the start date of the participant's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (i.e. consular interviews).

If the start date of the participant's program is less than or equal two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is insufficient time to request the form, send it to the Mission, and complete any additional required processing (i.e. consular interviews).

In both cases, it will be recommended that you reschedule the program to allow sufficient lead time for processing the DS-2019 request. Submit requests for DS-2019s no less than six weeks prior to the anticipated date of consular filing.

Correct TraiNet Data

When you click on the Correct TraiNet Data link, you will see a list of Trainees that have been entered and transmitted from TraiNet to VCS, but contain data validation errors. This data cannot be verified until it has been corrected in TraiNet and transferred back to VCS.

USAID Visa Compliance System

Correct TraiNet Data

Displaying 1 - 20 of 92

Last Name	First Name	Date of Birth	Program Name	Program Start Date	Trainet Site
Abbas Sayed Genidi	Ahmed	10/18/1971	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Abd ELSabour Abd Ellatif Rezk	Adel	01/30/1971	Adel Abdel Sobour Abdel Latif Rizk USAID	11/01/2003	IIE-DT2, Cairo
Abd El Khalek Ahmed El Sherbiny	Naglaa	04/01/1970	RF062 - Private Sector Health Care	10/12/2003	IIE-DT2, Cairo
Abd Elaziz Moustafa Youssef	Hamida	08/26/1966	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Abdel Azim Mahmoud Hussein	Mohamed Nour El Din	01/15/1955	RF063 - Improving the Quality of Health	10/25/2003	IIE DT2 Training Team 3
Abdel Azim Tawfik Ghoneima	Salwa	05/23/1947	RF065 - APHA-131ST Annual Meeting	11/13/2003	IIE-DT2, Cairo
Abdel Fattah Aly Hassan	Hoda	01/01/1973	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Abdel Gawwad Abouel Magd Mohamed	Ahmed	09/22/1963	Strawberry Post Harvest - check history	03/31/2003	IIE-DT2, Cairo
Abdel Kawy Ahmed Al Beil	Ahmed	03/07/1953	Judicial Inspection Issues (judicial man	03/15/2003	IIE DT2 Training Team 3
Abdel Mohsen Mohamed Attia	Nagia	07/30/1955	Training For Food Safety Officials - Che	02/27/2003	IIE-DT2, Cairo
Abdel Monem Abdel Ghany	Yasser	03/15/1973	Quality Control	07/03/2003	IIE-DT2, Cairo
Abdel Monem Hussein El Aguizy	Hussein	02/08/1947	Strawberry Post Harvest - check history	03/31/2003	IIE-DT2, Cairo
Abo Zaid Elian Mohamed	Ahmed	10/02/1966	Training For Food Safety Officials - Che	02/27/2003	IIE-DT2, Cairo
Abouel Hadid Ali Ibrahim	Hamada	01/01/1976	Quality Control	07/03/2003	IIE-DT2, Cairo
Aboul Futuh El Sayed Abdel Hamid	Mohamed	06/22/1948	Training For Food Safety Officials - Che	02/27/2003	IIE-DT2, Cairo
Adeb Abd Elsayed Faltakous	Ereness	12/10/1951	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Adel Tawfik Nagy	Ashraf	06/25/1977	RF033 - Journalist Program - (Dummy $600	10/24/2003	IIE-DT2, Cairo
Ahmad Mohamed Ramadan	Mostafa	10/27/1969	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Ahmed Abd Elaal Abou Ahmed	Salah Eldin	04/03/1965	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo
Ahmed Ahmed Moustafa	Hesham	02/22/1968	Advanced Student Center Training	11/29/2003	IIE-DT2, Cairo

First Prev 20 Next 20 Last

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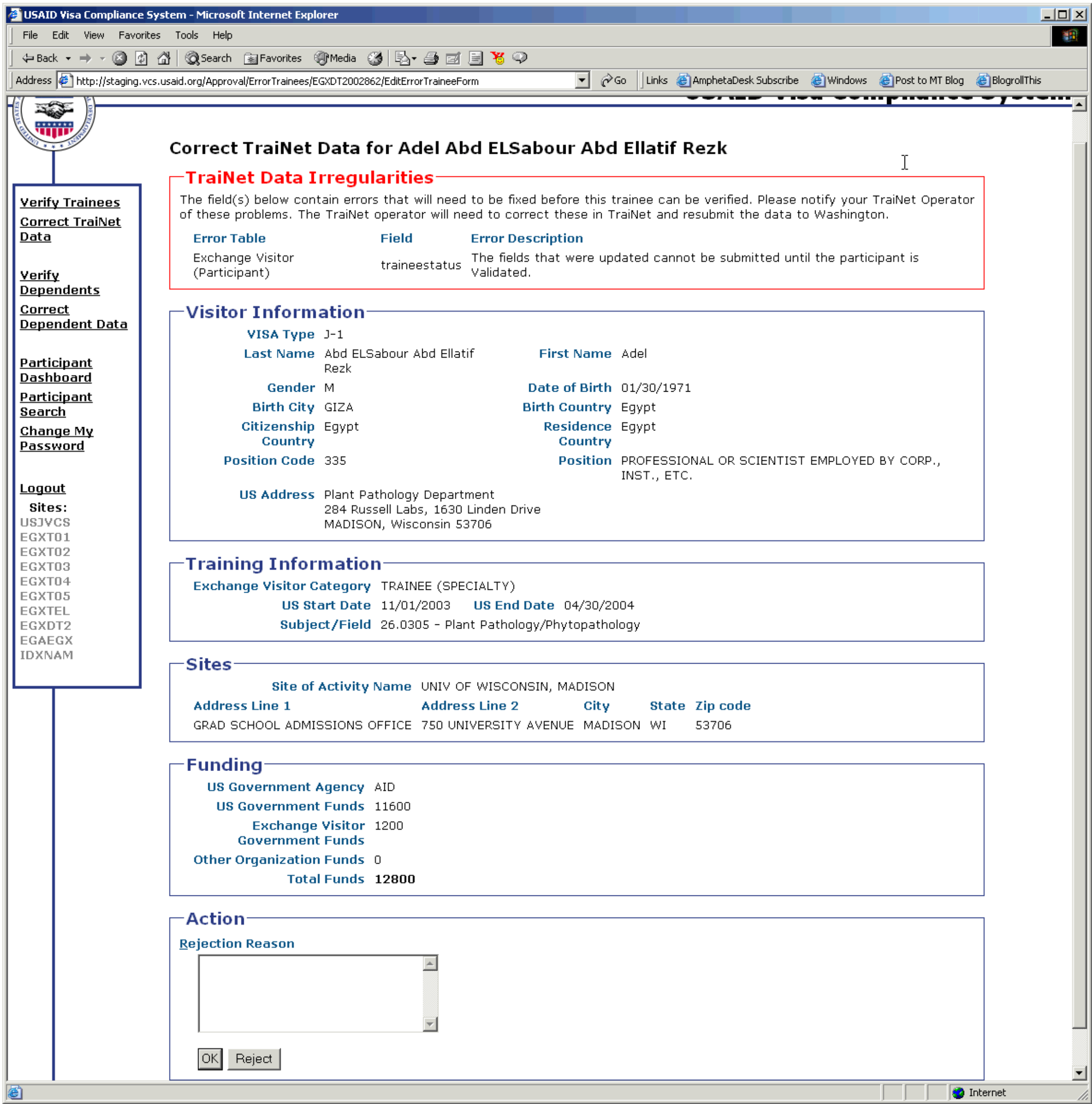
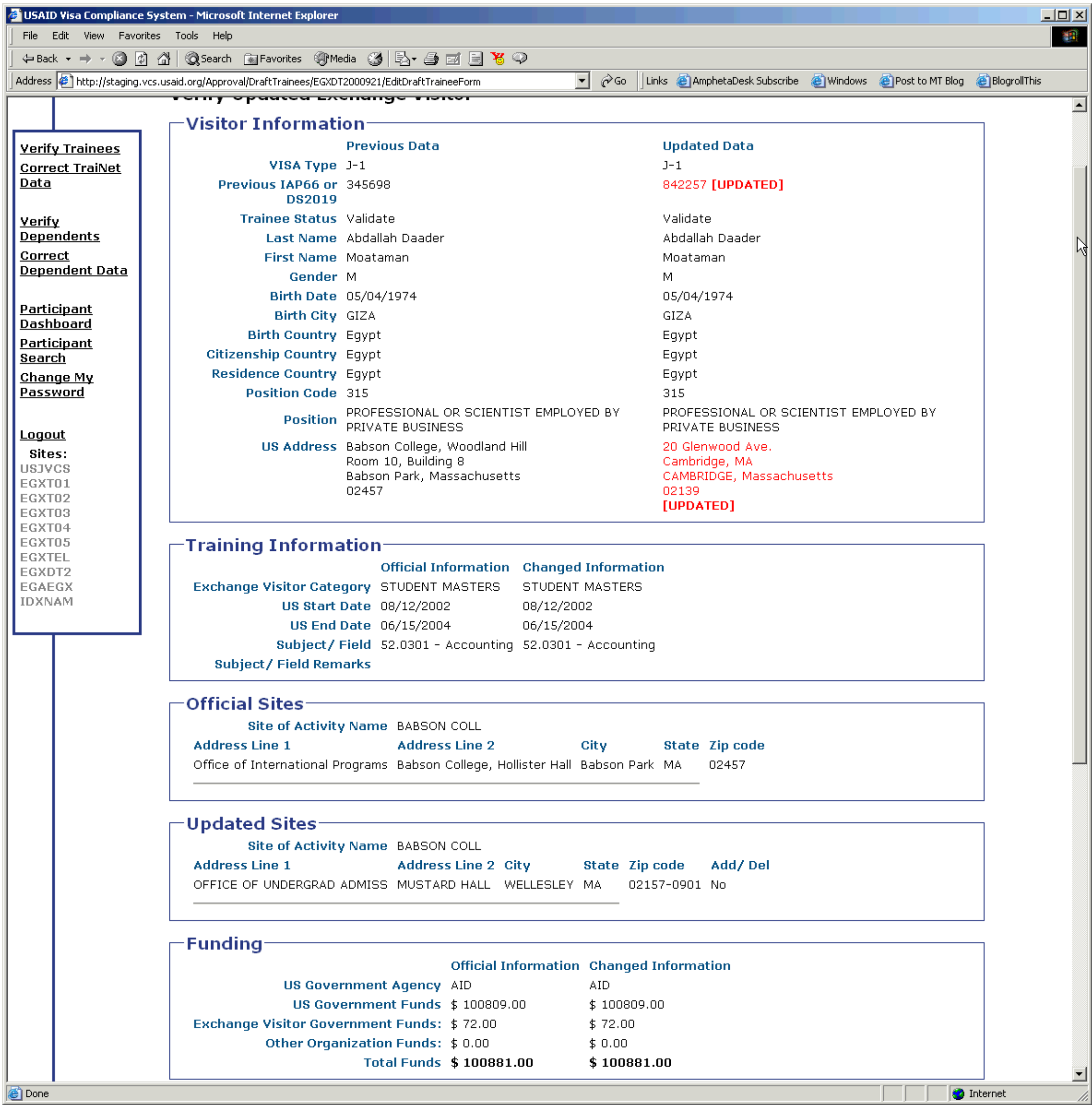
To see the data errors for a particular trainee, click on the trainee's name from the list. This will open a new screen with detailed information about the trainee.



At the top of this screen you will see a list of data validation problems for this trainee. In addition, you will be able to review the data that has been entered into TraiNet for this trainee. Please communicate these data problems back to the appropriate TraiNet Operator for correction and have them re-submit the corrected data back to VCS.

Updated Participants

If this participant has already been reported to the INS, you will be presented with the Verify Updated Exchange Visitor screen.



On this screen you can review all of the information about the participant that USAID is required to report to the INS. This includes biographical information about the participant, information about the program she or he is attending, including the training providers, and information on the funding for the program. This screen is different from the New Exchange Visitor screen in that it shows you both the original information already in VCS and the NEW information that is to be verified for submission to the INS.

On this screen you can review all of the information about the participant that USAID is required to report to the INS. This includes biographical information about the participant, information about the program she or he is attending, including the training providers, and information on the funding for the program.

- If the new information on this participant is correct, you should click the **Verify** button at the bottom of the screen.

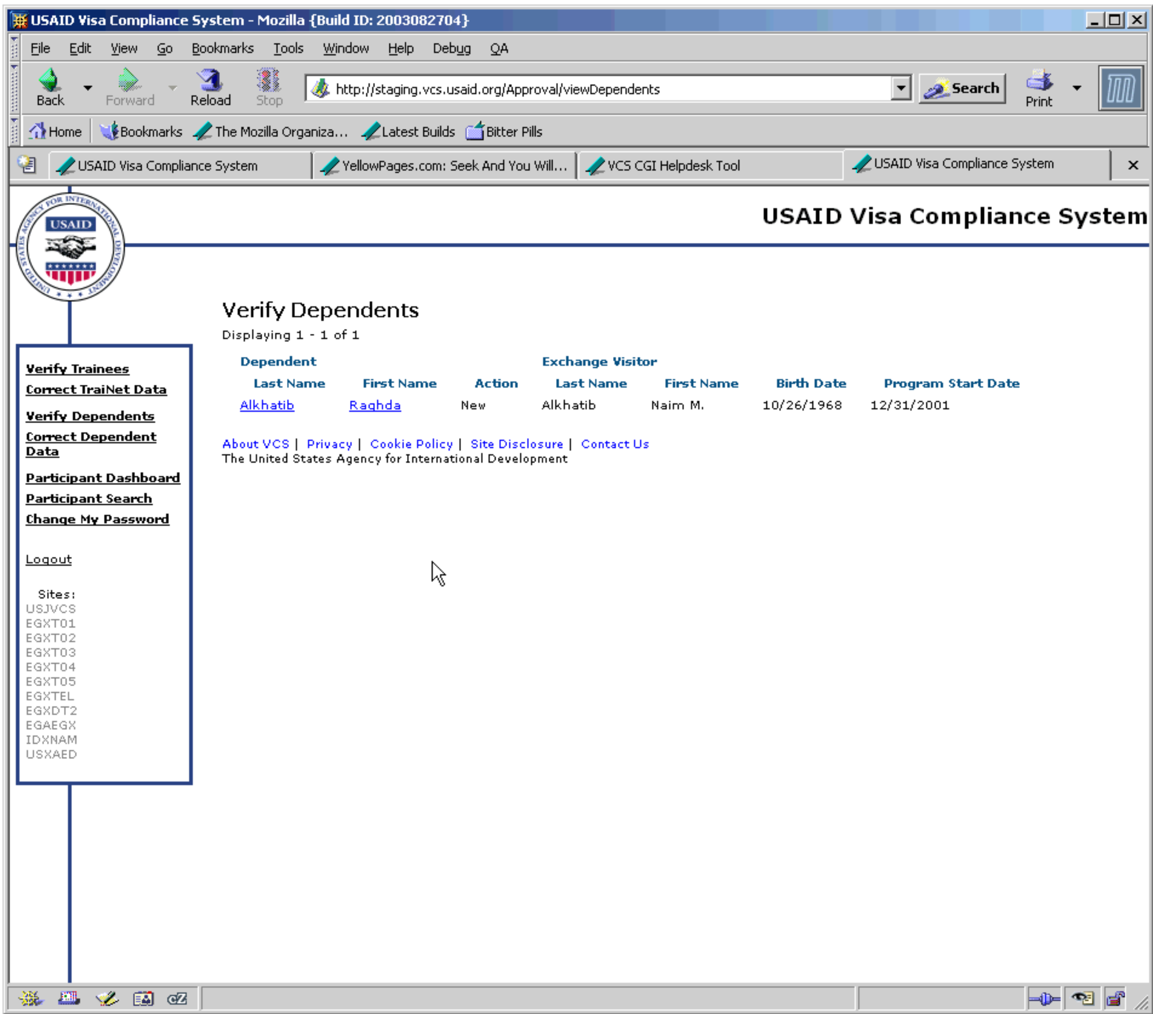
- If the new information for this participant is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Dependents

Dependents have their own section of VCS. In the menu on the left of the screen are two dependent options: Verify Dependents and Correct Dependent Errors.

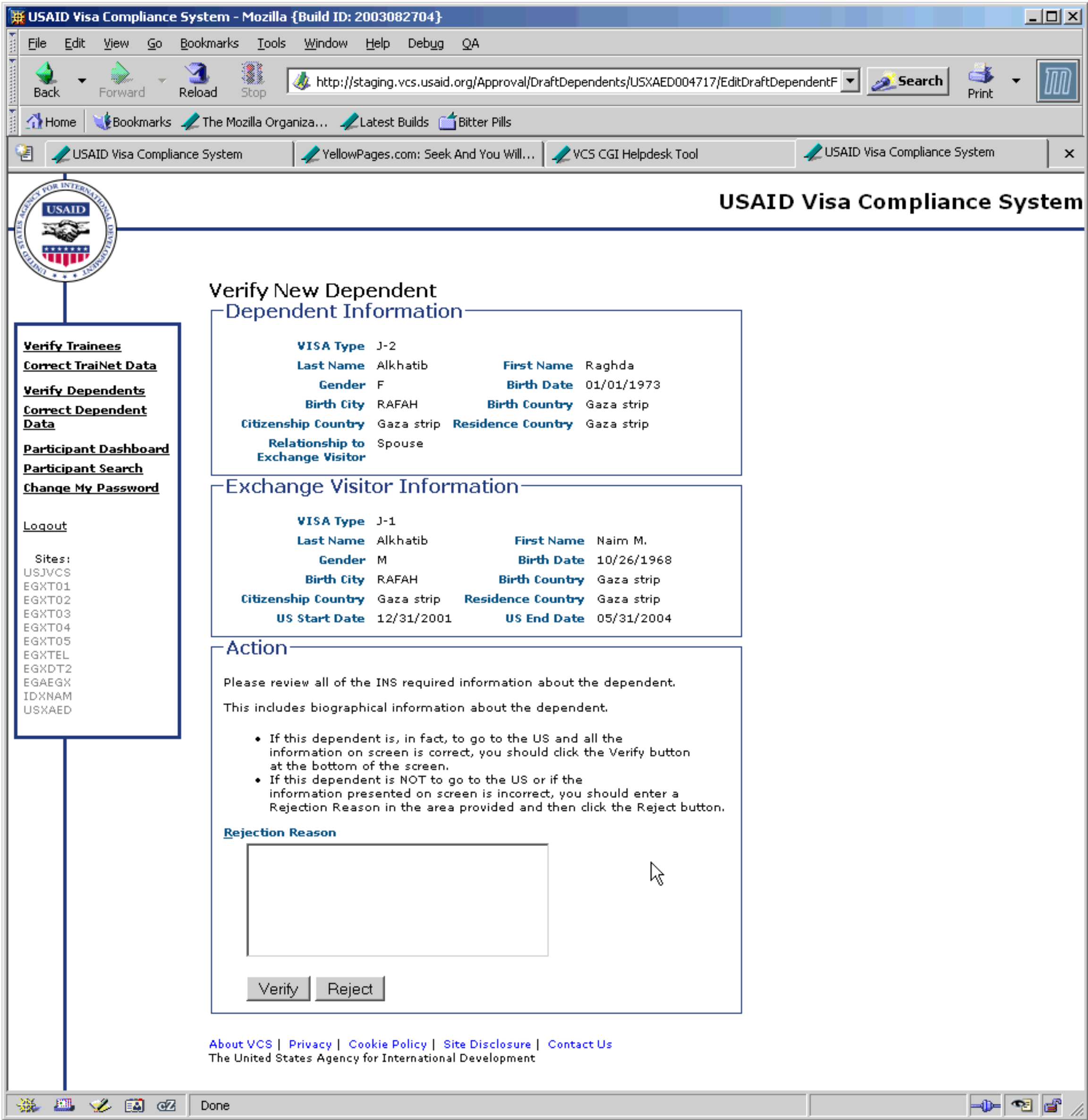
Click Correct Dependent Errors to see a list of dependents with data errors. Like with participants, these errors must be corrected in TraiNet before the dependent can be verified.

Click Verify Dependents to see a list of dependents in your queue awaiting action.



To review a dependent and either verify or reject his or her information, click the dependent's name.

As with participants, this will open a screen where you can review dependent information and either verify or reject it.



Click the **Verify** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed from VCS.

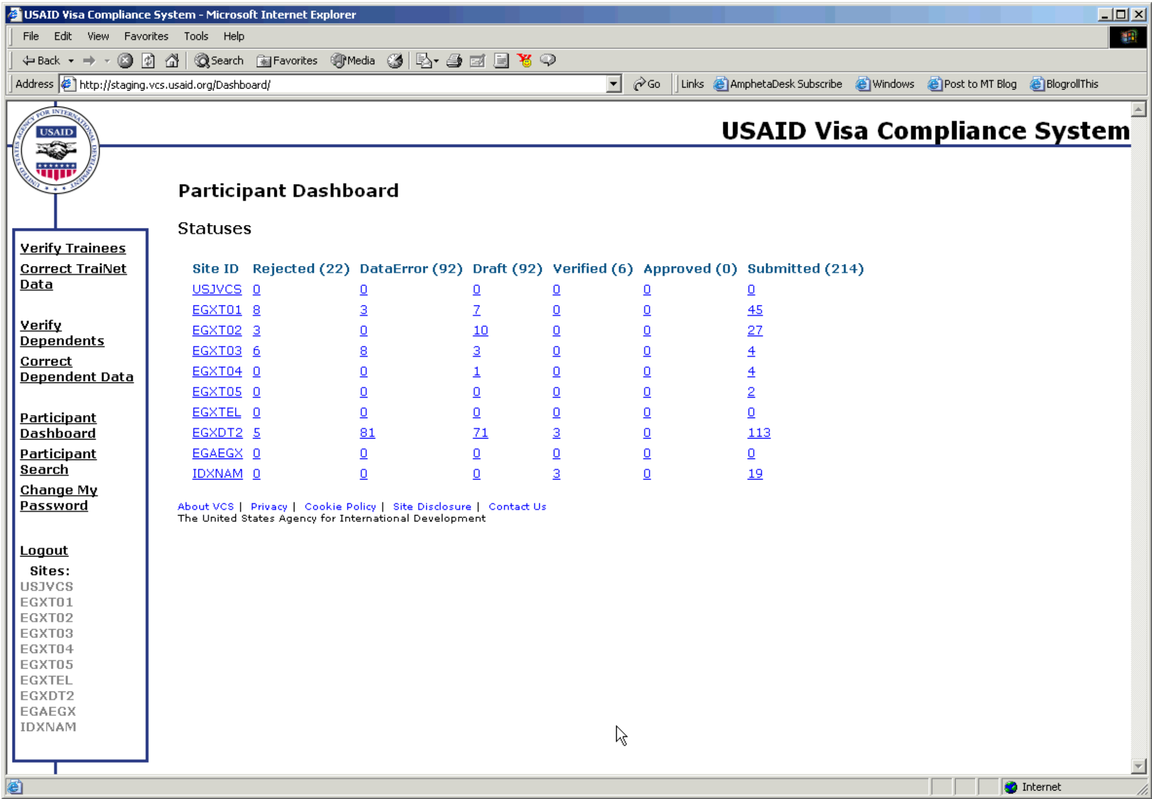
What Happens Next?

- Whenever you click 'Verify' for a participant, her/his status is changed to 'Verified' and the record is queued up to be reviewed by the Approver. The Approver can also accept or reject the participant's information.
- Whenever you Reject a participant, her/his status is set to 'Rejected' and she/he is removed from the system. Be sure to communicate the status of the rejected participant to the TraiNet operator to update the participant record in TraiNet.

Other Features

Participant Dashboard

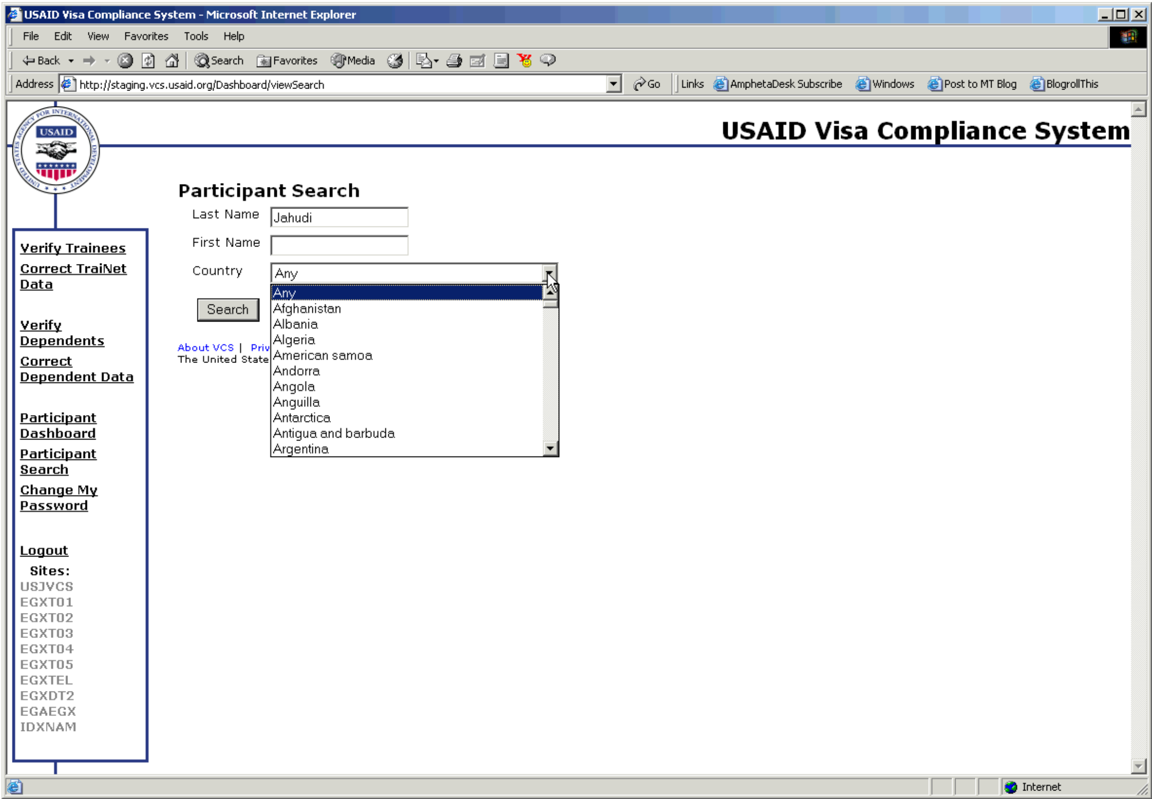
The Participant Dashboard gives you an overall view of the status of all of your participants in VCS.



The dashboard shows you a list of all of your siteIDs and the number of participants in each stage of action. Click on a number below any status name to show all the participants in that status.

Searching for Participants

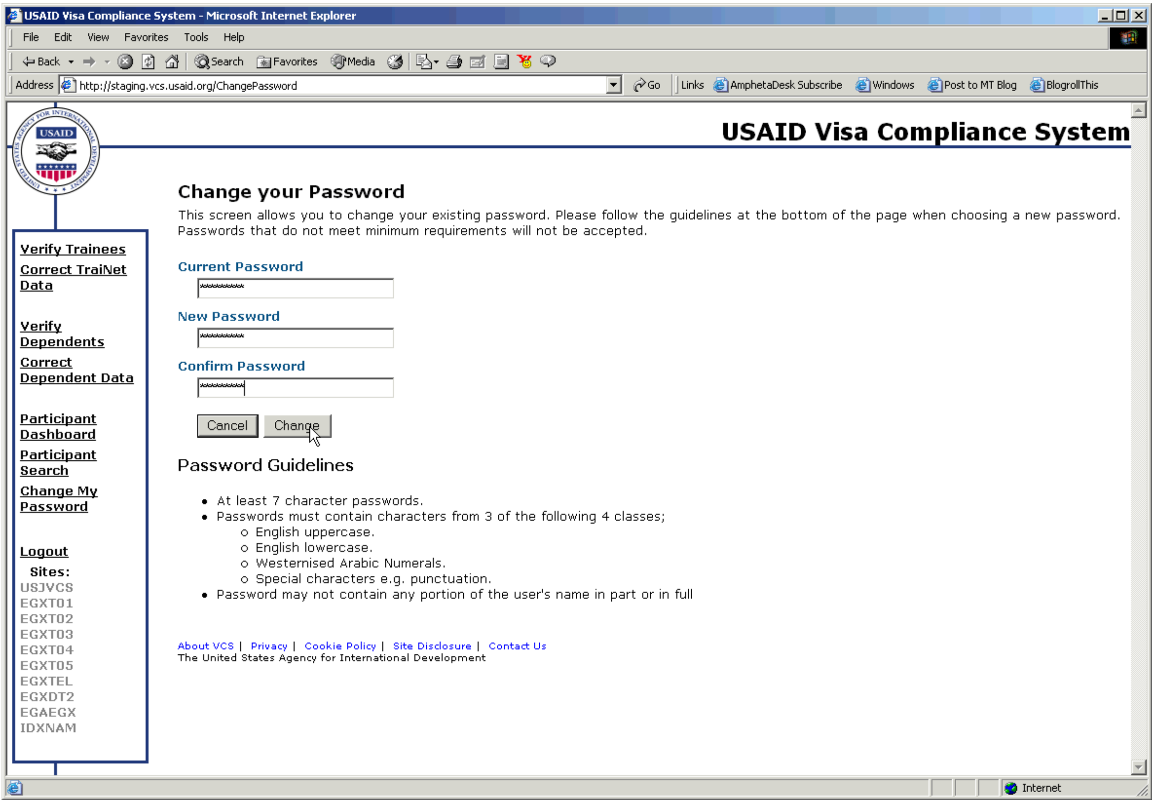
VCS allows you to search for participants by name, by country, or by name and country. To search for a participant, click the Participant Search link on the left side of the screen.



Enter all or part of the name of the participant you want to find in the Last Name or First Name fields. You can also select a country from the pick-list. Click the search button and VCS will return a list of participants who match your criteria. Note that you will only see information about participants that you have authority to verify.

Change Password

You can change your password at any time by clicking on the Change My Password item in the menu on the left of the screen.



You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard, but instead use your mouse and click on the Change button to submit your new password. Note that your new password must match the Password Guidelines shown on screen.

Appendix 3: R3-Approver (USAID Mission)

Role	Responsibilities
R3: Approver - *USAID Mission* This role is performed by a U.S. citizen at a USAID Mission to approve applications forwarded by their reporting offices and centrally funded programs with participants from their country. *Must be a USAID hire and a U.S. citizen.*	**Uses VCS System:** • Provides Mission confirmation of the legitimacy of each participant and training interventions. • Approves applications from field offices and sends to USAID EGAT through VCS. • New applications approved by entering last four digits of passport number of applicant. • Can send disapproved applications back to field office for correction or removal. • Communicates potential problems to TraiNet Supervisors in field offices. • Nominates people to fill the Verify (R2) Role.

How to Get Help

The J-1 visa helpdesk is available to answer technical and usability questions. The helpdesk can be contacted by email jvisa@devis.com, or by phone at +1 703 527 4340. The USAID Participant Training support web site is available at http://usaidtraining.net. The support site for USAID's TraiNet and Visa Compliance System (VCS) is available at http://usaidtraining.devis.com.

Nominating People for the Verifier (R2) Role

It is the responsibility of the Approver (USAID Mission) to recommend appropriate people to fill the Verifier (R2) role. A Verifier should be the supervisor of people entering training information into TraiNet. A Verifier may be in the Mission or in a contractor office. They do not need to be a U.S. citizen.

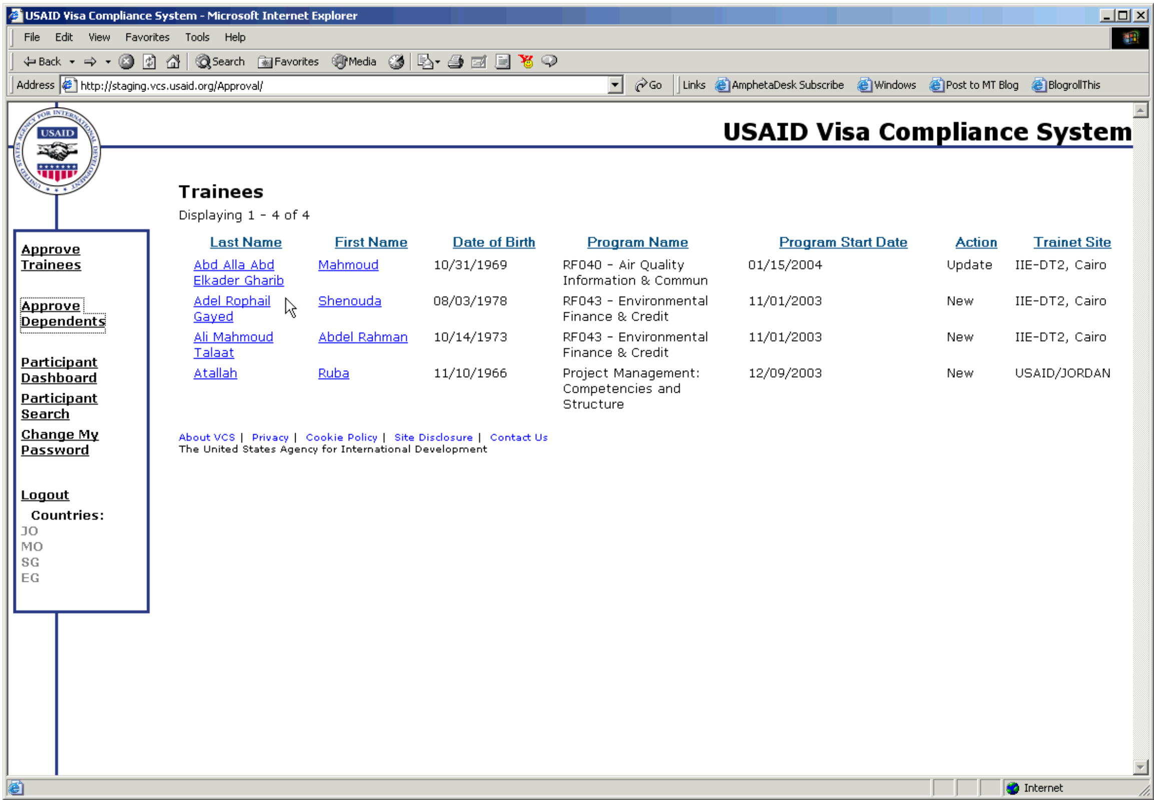
To nominate an individual to be a Verifier, email the candidate's name, contact information (be sure to include an email address and telephone numbers) to jvisa@devis.com. Please identify your Mission and that you are the designated Approver. Shortly thereafter you will be contacted to confirm the contents of your email and be given a User ID for the new Verifier. Please communicate this User ID to the candidate. Without this information, the new Verifier will not be able to log into VCS to help process participants.

How to Use VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet. Within VCS you can accept a participant's data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, you should communicate with the TraiNet Operator to correct the data and re-transmit it to Washington so that VCS can be updated.

When VCS has received data from TraiNet that is ready for review, you will receive an email notification. You should then use a web browser to go to the VCS web site (https://VCS.usaid.org) and log in using your username and password. On your first login you will be asked to change your password.

When you first log into VCS you will be presented with a screen like this, listing the participants who are queued up for your action.

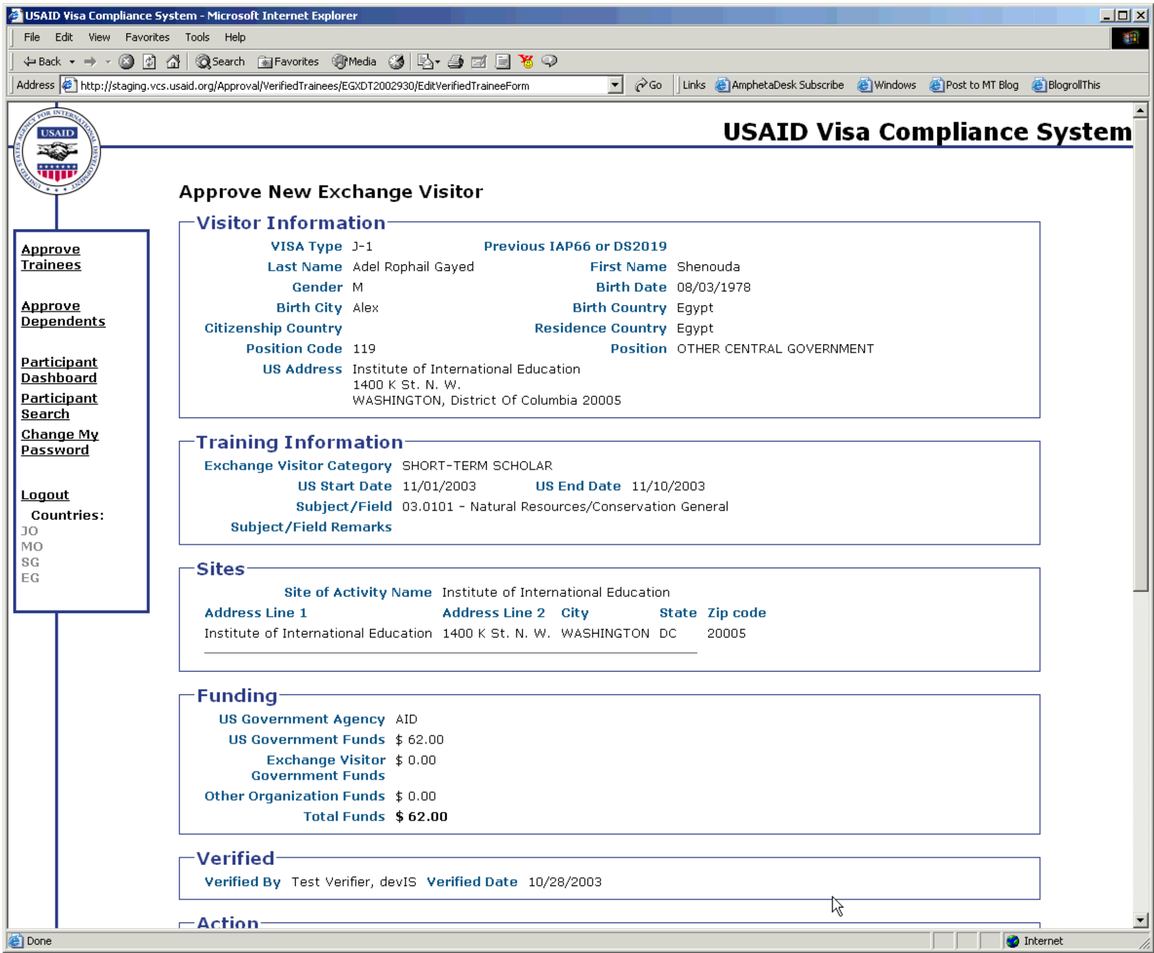


The first 20 participants to be reviewed will be displayed. You can use the buttons: **First** and **Last** to go to the top and bottom of the participant list. Use the **Previous 20** and **Next 20** buttons to page through all of the queued up participants 10 at a time.

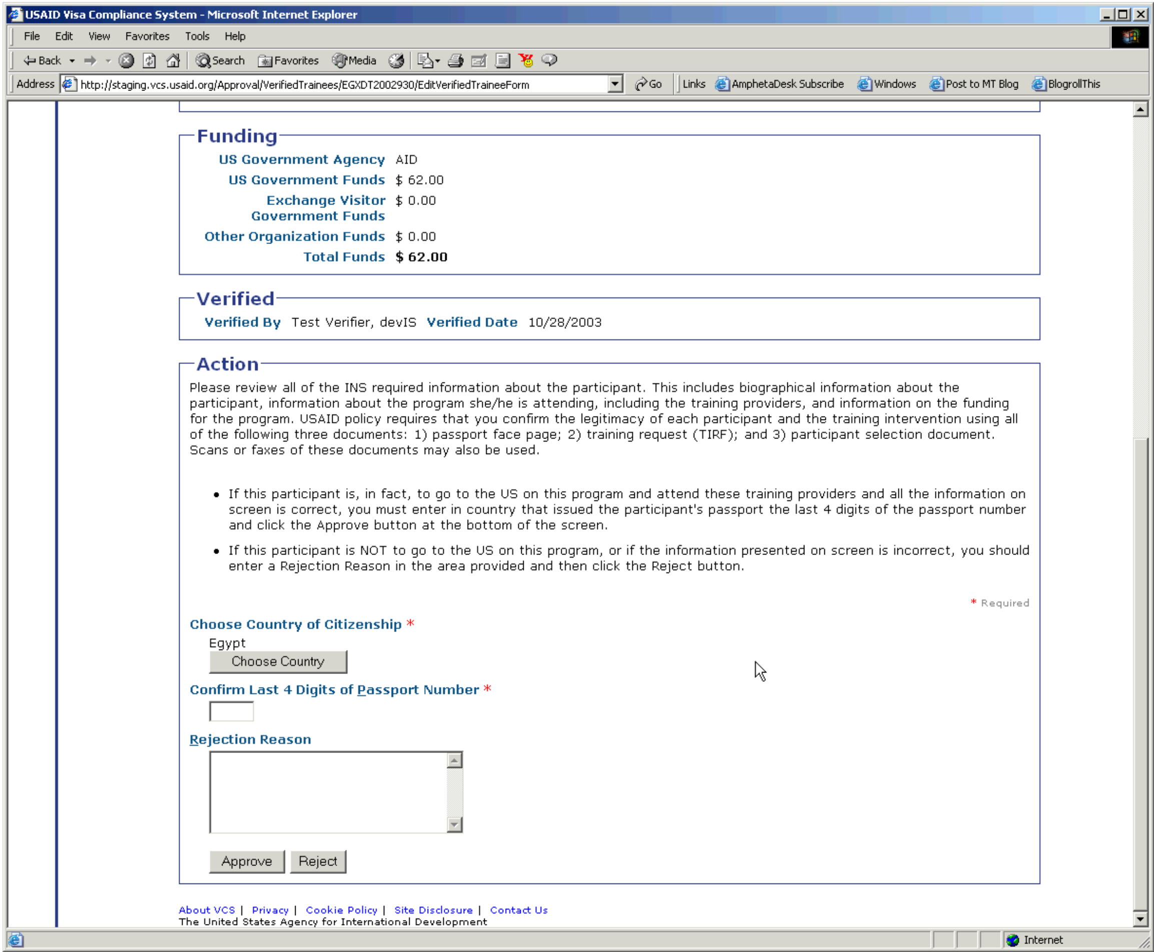
To review a participant and then accept or reject her information, click on the participant's name.

New Participants

If this is a new participant, one whose data is being submitted for the first time, you will see the Approve New Exchange Visitor screen.



On this screen you can review all of the information about the participant that USAID is required to report to the INS. This includes biographical information about the participant, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each participant and the training invention using all of the following three documents: 1) passport face page; 2) training request (TIRF); and 3) participant selection document. Scans or faxes of these documents may also be used.

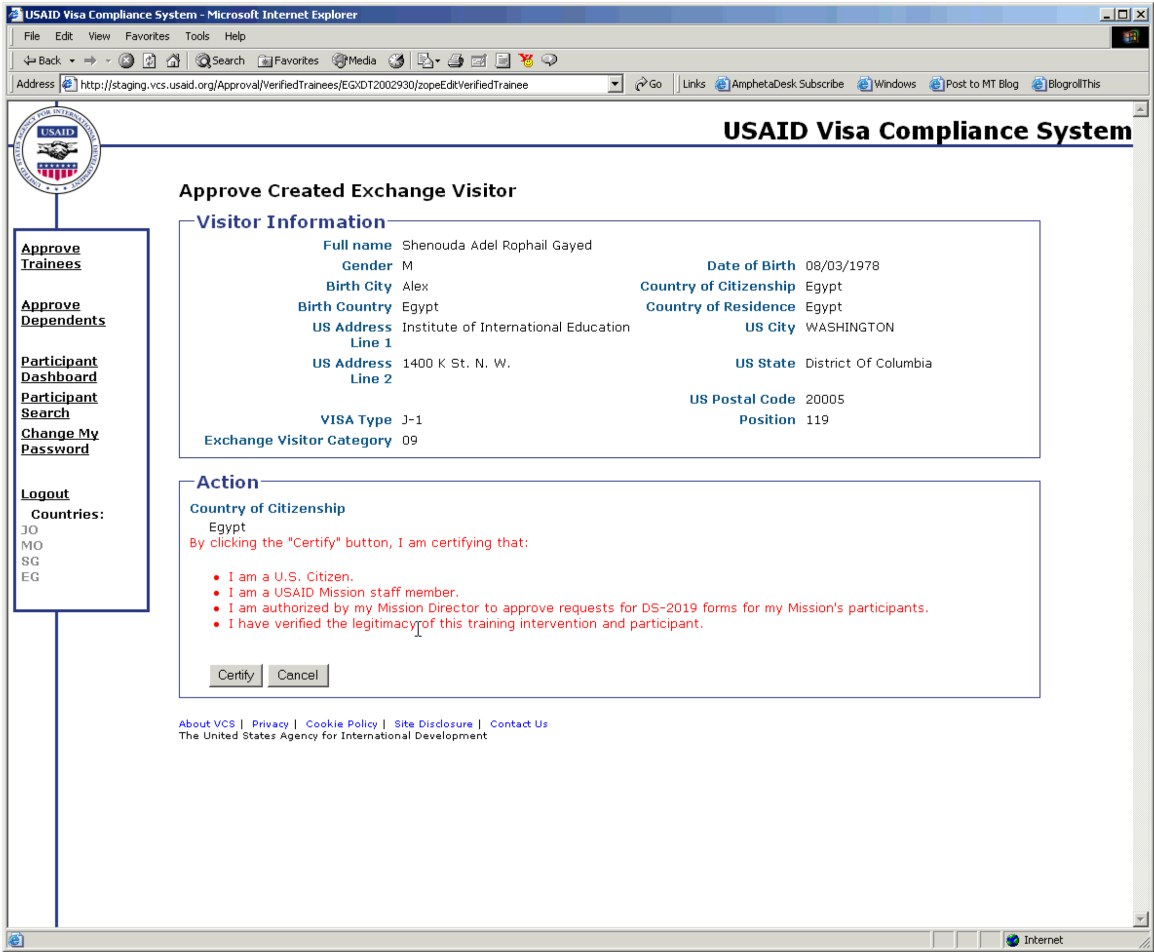


- If this participant is, in fact, to go to the U.S. on this program and attend these training providers and all the information on screen is correct, you must enter in country that issued the participant's passport the last four digits of the passport number and click the **Approve** button at the bottom of the screen.
- If this participant is NOT to go to the U.S. on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

If the start date of the participant's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (i.e. consular interviews).

If the start date of the participant's program is less than or equal two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is insufficient time to request the form, send it to the Mission, and complete any additional required processing (i.e. consular interviews).

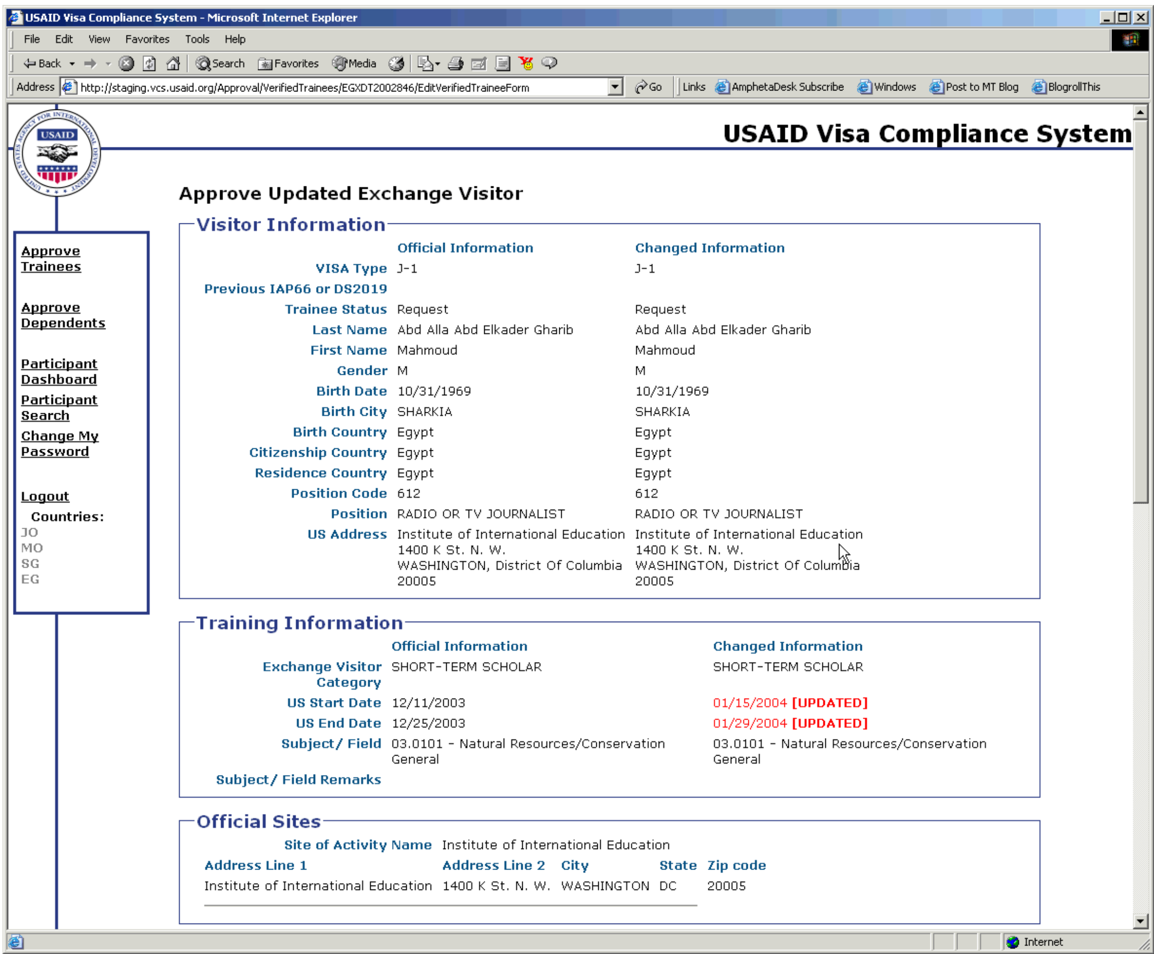
In both cases, it will be recommended that you reschedule the program to allow sufficient lead time for processing the DS-2019 request. Submit requests for DS-2019s no less than six weeks prior to the anticipated date of consular filing.



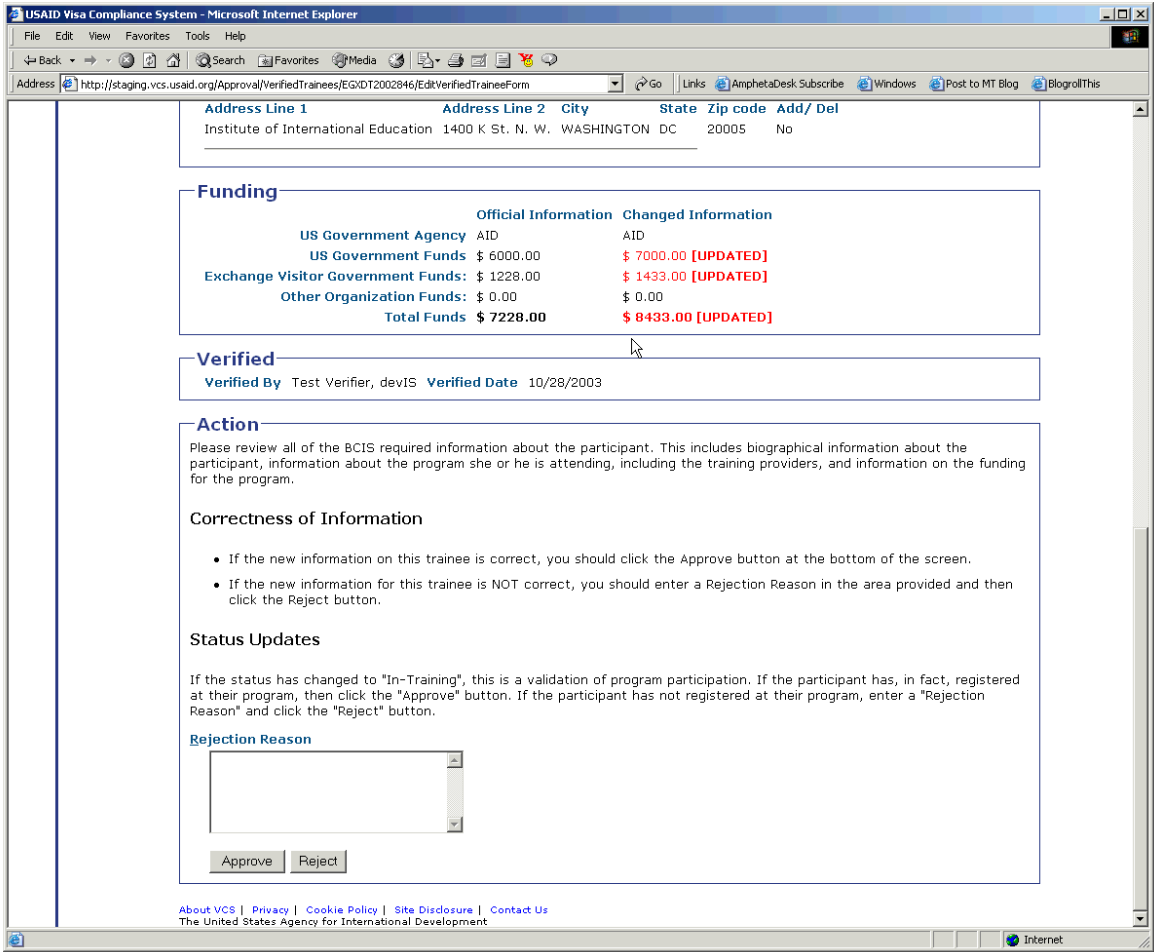
After you click the **Approve** button, you will be required to certify your credentials as an approver. Read the text and click **Certify** if the statement is true. Click **Cancel** if it is not true. The trainee will be approved only after you submit your certification.

Updated Participants

If this participant has already been reported to the INS, you will be presented with the Approve Updated Exchange Visitor screen.



On this screen you can review all of the information about the participant that USAID is required to report to the INS. This includes biographical information about the participant, information about the program she/he is attending including the training providers, and information on the funding for the program. This screen is different from the New Exchange Visitor screen in that it shows you both the original information already in VCS and the NEW information that is to be verified for submission to the INS.

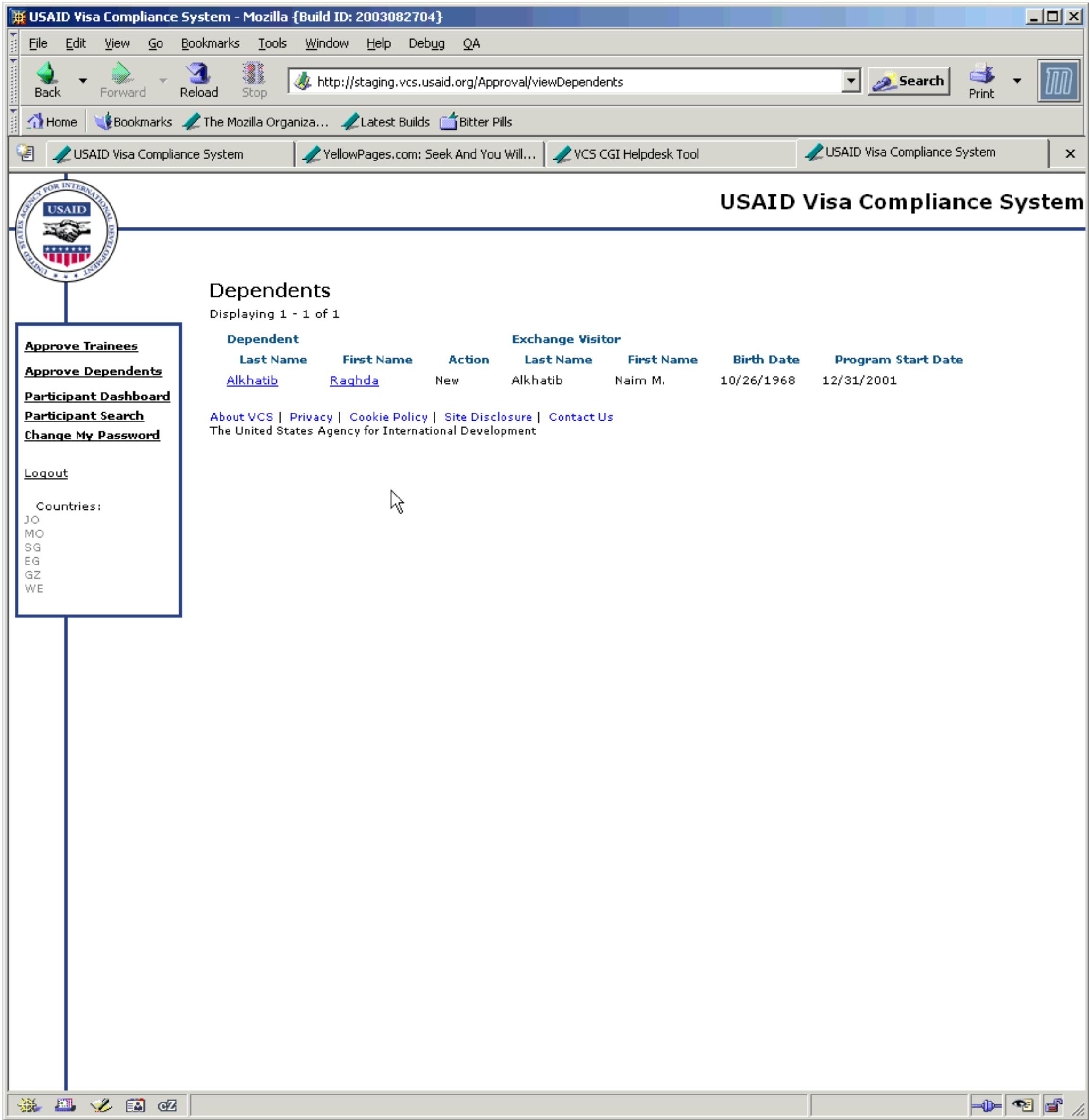


- If the new information on this participant is correct, you should click the **Approve** button at the bottom of the screen.
- If the new information for this participant is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Dependents

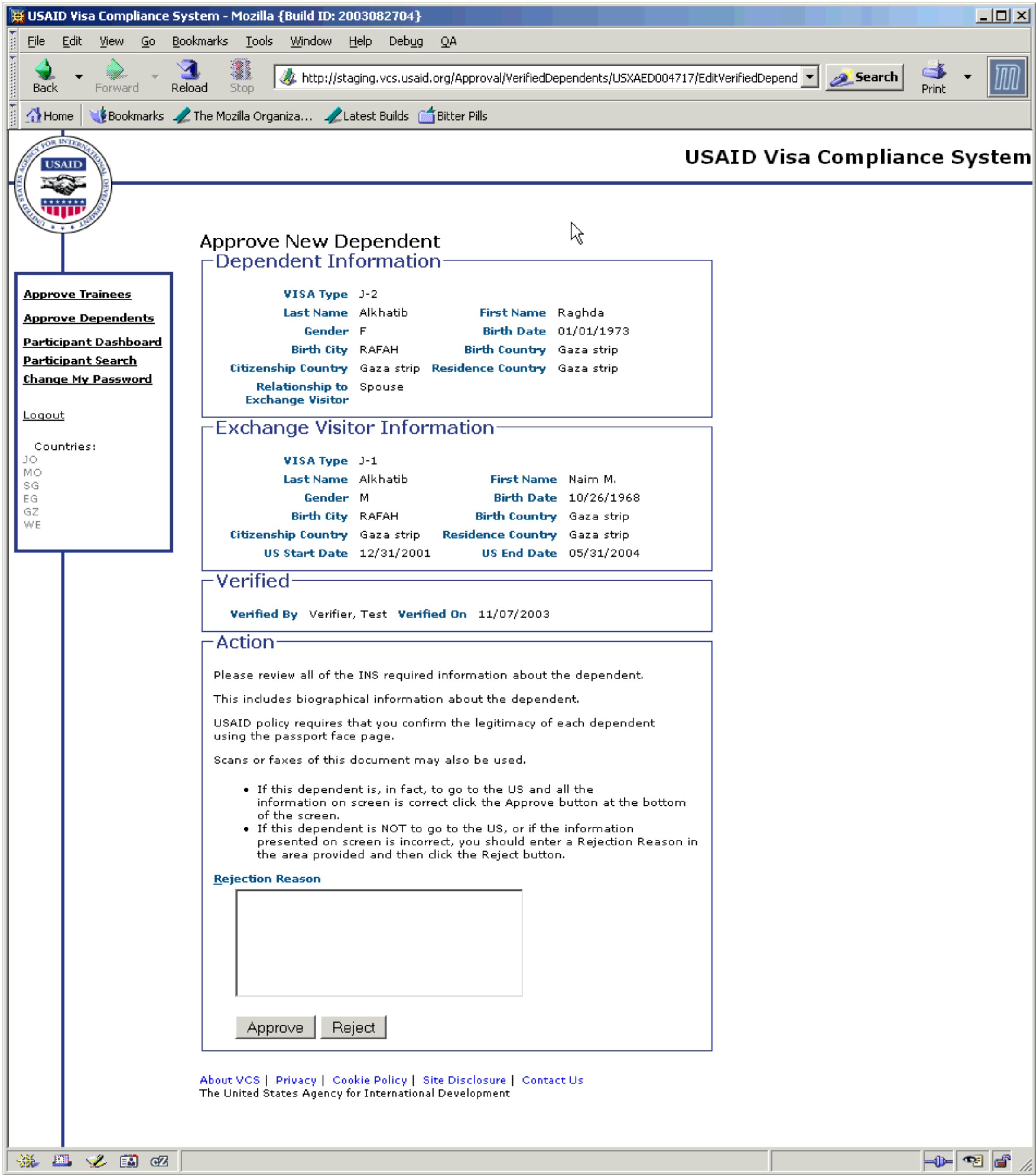
Dependents have their own section of VCS. In the menu on the left of the screen is the selection Approve Dependents.

Click Approve Dependents to see a list of dependents in your queue awaiting action.



To review a dependent and either verify or reject his or her information, click the dependent's name.

As with participants, this will open a screen where you can review dependent information and either verify or reject it.



Click the **Verify** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed returned to the Verifier for reconsideration.

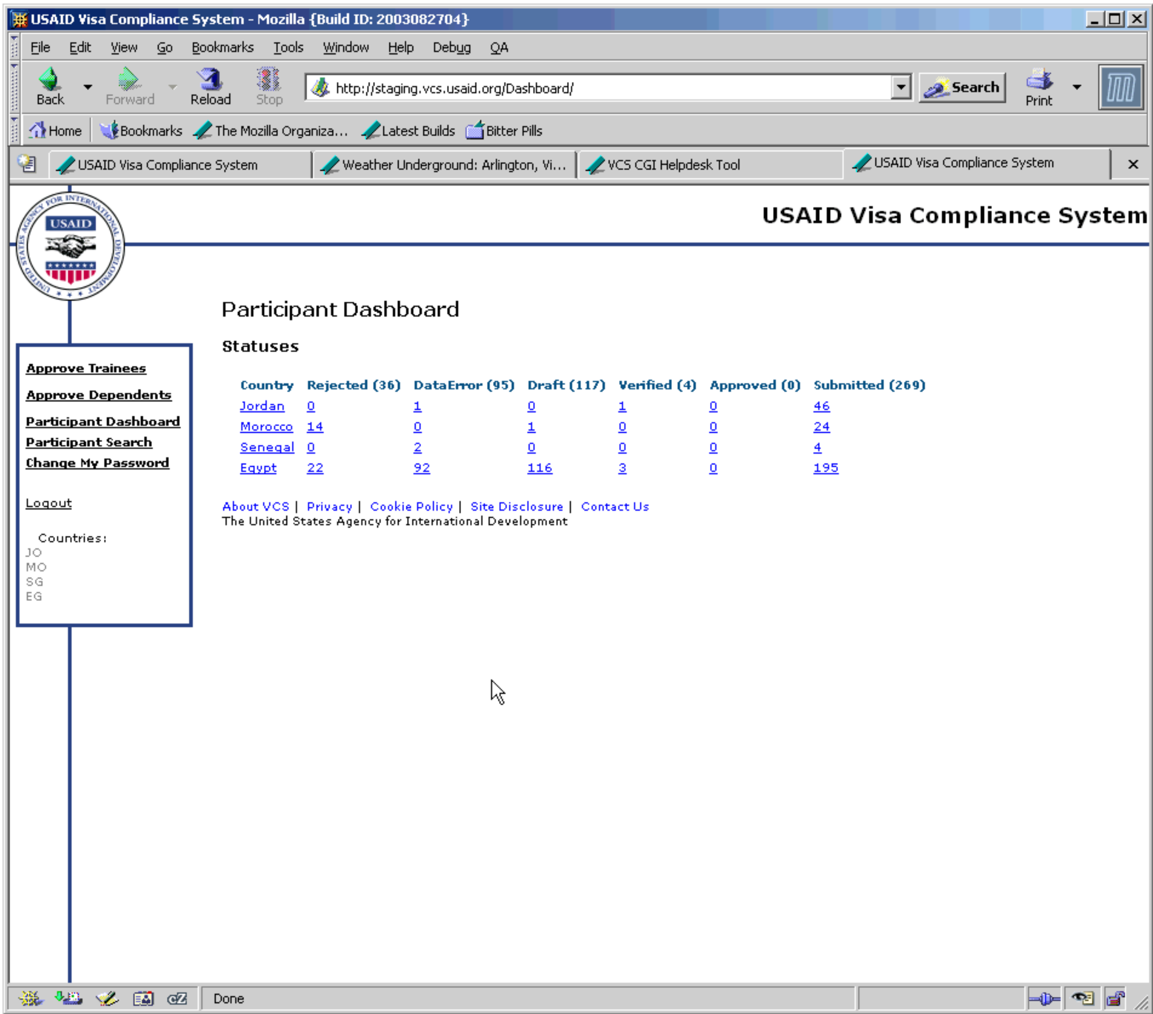
What Happens Next

- Whenever you click 'Approve' for a participant, her/his status is changed to 'Approved' and the record is queued up to be reviewed by the Submitter. The Submitter can also accept or reject the participant's information.
- Whenever you **Reject** a participant, her/his status is set to 'Draft' and participant is remanded back to the Verifier for reconsideration.

Other Features

Participant Dashboard

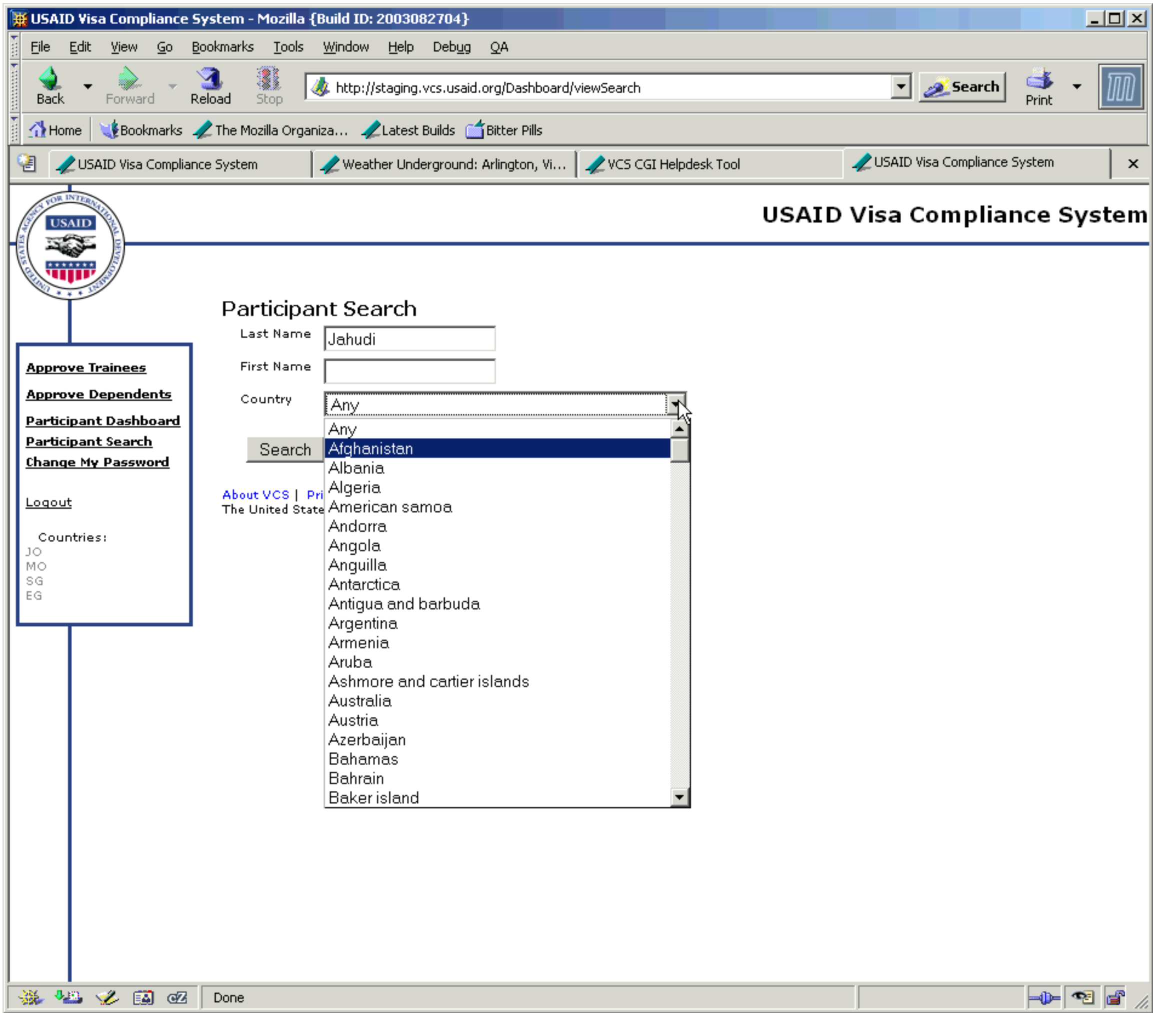
The Participant Dashboard gives you an overall view of the status of your participants in VCS.



The dashboard shows you a list of all of your countries and the number of participants in each stage of action. Click on a number below a status name to show all the participants in that status.

Searching for Participants

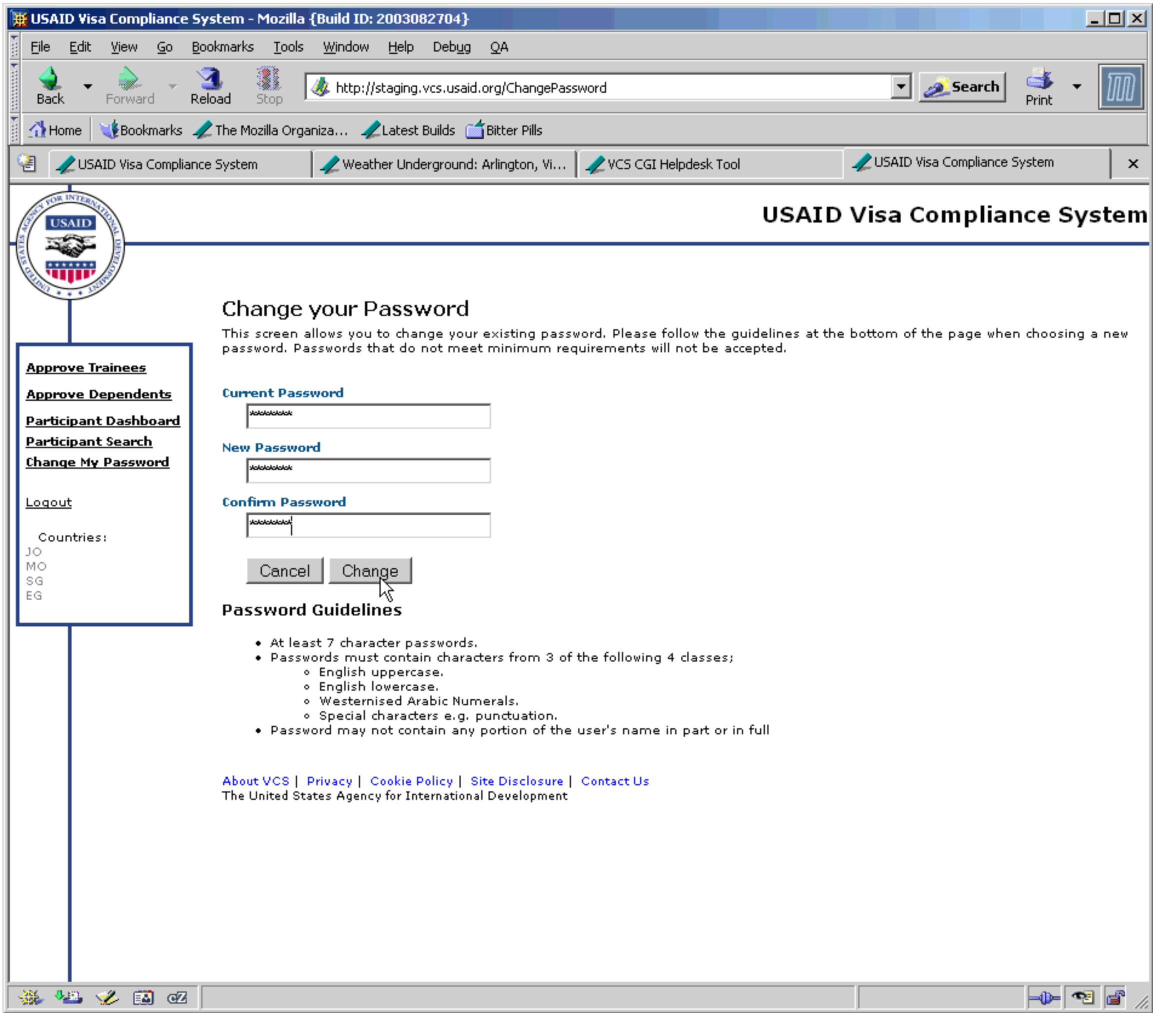
VCS allows you to search for participants by name, by country, or by name and country. To search for a participant, click the Participant Search link on the left side of the screen.



Enter all or part of the name of the participant you want to find in the Last Name or First Name fields. You can also select a country from the pick-list. Click the search button and VCS will return a list of participants who match your criteria. Note that you will only see information about participants that you have authority to approve.

Change Password

You can change your password at any time by clicking on the Change My Password item in the menu on the left of the screen.



You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard, but instead use your mouse and click on the Change button to submit your new password. Note that your new password must match the Password Guidelines shown on screen.

Appendix 4: R4-Submitter (USAID/W Responsible Officer)

Role	Responsibilities
R4: Submitter - *USAID EGAT Responsible Officer and Alternate* This role is performed by the Responsible Officer at the USAID EGAT office approved by DOS to access SEVIS. It may also be performed by any of 10 alternates provided with authority to serve the role as needed. *Must be an authorized U.S. citizen at the USAID EGAT office.*	**Utilizes VCS and SEVIS Systems:** • Submits approved VCS applications to SEVIS through batch transfer function. • Can send disapproved applications back to field office for correction or removal. • Receives and processes alerts from SEVIS (RTI and batch). • Communicates potential problems to TraiNet Supervisors in field offices and Officers at USAID Missions. • RO Serves as User Manager assigning permissions in VCS. • Manages signing, printing, and shipping of DS-2019 forms back to field offices. • Manages VCS access of R2, R3 and R4. • One R4 performs the role of Responsible Officer (others are Alternate Responsible Officers).

How to Use VCS

USAID Visa Compliance System (VCS) computer systems instructions are provided to R4-Submitters in separate documents.